brother

User's Guide

Safety and Legal

Basic User's Guide

Advanced User's Guide

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Safety and Legal

DCP-J125/J315W/J515W/J715W
MFC-J220/J265W/J410/J415W/J615W

Please read this booklet before attempting to operate the machine, or before attempting any maintenance. Failure to follow these instructions may result in an increased risk of fire, electrical shock, burns or suffocation.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific buttons on the machine's control panel, or on the computer screen.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier New`	Text in the Courier New font identifies messages on the LCD of the machine.

WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which may result in property-damage-only accidents or loss of product functionality.

Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

Electrical Hazard icons alert you to possible electrical shock.

Improper Setup icons alert you to devices and operations that are not compatible with the machine.

Follow all warnings and instructions marked on the machine.

Note

The illustrations in this guide show the MFC-J615W.

Version A
UK/IRE/GEN

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Compilation and Publication Notice

Under the supervision of Brother Industries, Ltd. this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

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To use the machine safely

⚠ WARNING

DO NOT place the machine near heaters, air conditioners, water, chemicals or devices that contain magnets or generate magnetic fields.

Plastic bags are used in the packing of your machine. To avoid the danger of suffocation, keep these bags away from babies and children.

DO NOT use flammable substances, any type of spray, or an organic solvent/liquid that contains alcohol or ammonia to clean the inside or outside of the machine. Refer to Basic User's Guide.

Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. If metal objects, water or other liquids get inside the machine, immediately unplug the machine from the electrical socket. Call your Brother dealer or Brother Customer Service.

Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall socket. Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location. (MFC only)

This machine should be connected to an adjacent grounded AC power source within the range indicated on the rating label.

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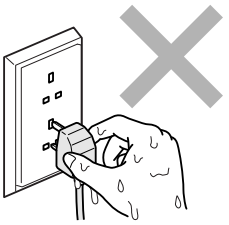
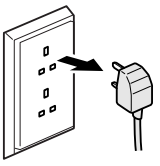
DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.



Always make sure the plug is fully inserted.

This machine is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.



DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

DO NOT attempt to service this machine yourself because opening or removing covers may expose you to dangerous voltage points and other risks and may void your warranty. Call your Brother dealer or Brother Customer Service.

⚠ CAUTION

Put your machine on a flat, stable surface that is free of vibration and shocks, such as a desk.

Put the machine near a telephone socket and a standard grounded electrical socket.

Choose a dry, well ventilated location where the temperature remains between 10 °C and 35 °C. Slots and openings in the casing and the back or bottom are provided for ventilation. To ensure reliable operation of the machine and to protect it from overheating, these openings must not be blocked or covered.

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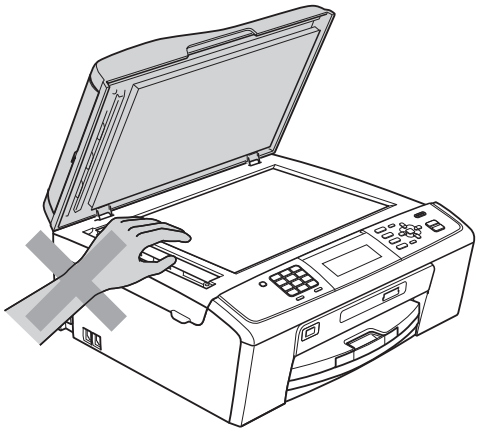
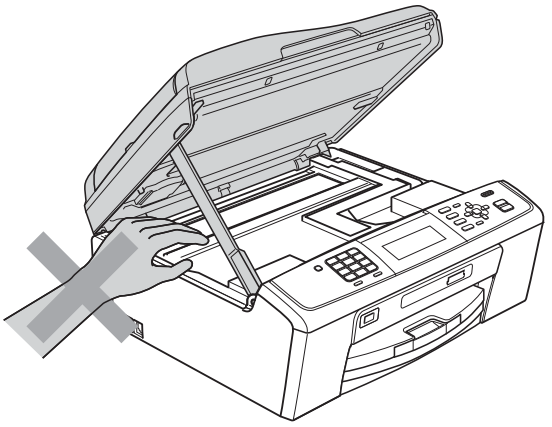
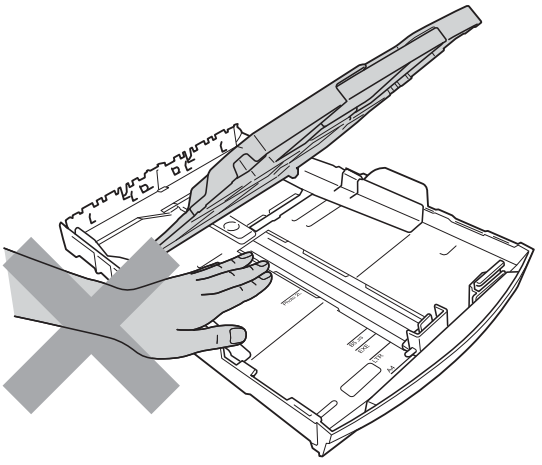
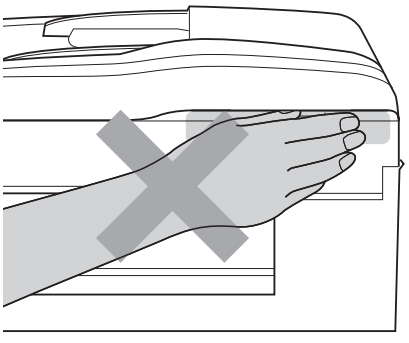
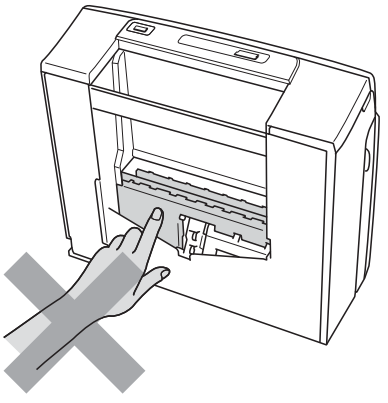
Some areas of the machine can cause injury if covers (shaded) are closed with force. Take care when placing your hand in the areas shown in the illustrations.











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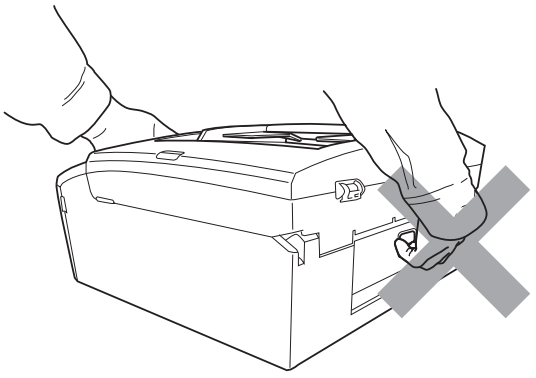
DO NOT carry the machine by holding the scanner cover or the Jam Clear Cover.



If the machine becomes unusually hot, releases smoke, generates any strong smells, or if you accidentally spill any liquid on it, immediately unplug the machine from the electrical socket. Call your Brother dealer or Brother Customer Service.

If the machine has been dropped or the casing has been damaged, unplug this machine from the power socket and call your Brother dealer or Brother Customer Service.

IMPORTANT

- DO NOT put objects on top of the machine.
- If the machine does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the machine to normal operation.
- Use of controls, adjustments or performance of procedures other than those specified in the documentation supplied with the machine may result in hazardous radiation exposure.

Note

- DO NOT place anything in front of the machine that will block received faxes. DO NOT place anything in the path of received faxes. (MFC only)
- Wait until pages have exited the machine before picking them up.

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Product Warranty & Liability

Approval Information (MFC only)

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

Brother advises that this product may not function correctly in a country other than where it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country.

Declaration of Conformity (Europe only) (DCP-J315W, DCP-J515W, DCP-J715W, MFC-J220, MFC-J265W, MFC-J410, MFC-J415W and MFC-J615W only)

We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

declare that this product is in compliance with the essential requirements of Directives 1999/5/EC and 2005/32/EC.

The Declaration of Conformity (DoC) is on our Website.

Please go to http://solutions.brother.com/

-> choose region (eg. Europe)

-> choose country

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Declaration of Conformity (Europe only) (DCP-J125 only)

We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

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The Declaration of Conformity (DoC) is on our Website.

Please go to http://solutions.brother.com/

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-> choose country

-> choose your model

-> choose "Manuals"

-> choose Declaration of Conformity (Select Language when required.)

Radio interference

This product complies with EN55022 (CISPR Publication 22)/Class B. When connecting the machine to a computer, ensure that you use a USB cable which does not exceed 2 m in length.

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International ENERGY STAR® Qualification Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® specifications for energy efficiency.

EU Directive 2002/96/EC and EN50419

European
Union Only

This equipment is marked with the above recycling symbol. It means that at the end of the life of the equipment you must dispose of it separately at an appropriate collection point and not place it in the normal domestic unsorted waste stream. This will benefit the environment for all. (European Union only)

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Regulatory Notices

⚠ WARNING

DO NOT use this machine near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.

Avoid using this machine during an electrical storm. There may be a remote risk of electric shock from lightning.

DO NOT use this machine to report a gas leak in the vicinity of the leak. (MFC only)

Use only the power cord supplied with this machine.

DO NOT use the machine if the power cord is frayed or damaged, doing so may cause a fire.

DO NOT allow anything to rest on the power cord.

DO NOT place this product where people can walk on the cord.

DO NOT pull on the middle of the AC power cord. Doing this might cause an electrical shock.

Wiring information (U.K. only)

If you need to replace the plug fuse, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse. Always replace the fuse cover. Never use a plug that does not have a cover. If in any doubt, call a qualified electrician.

Warning - This machine must be earthed.

The wires in the mains lead are coloured in line with the following code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

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⚠ CAUTION

This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must unplug the power cord from the electrical socket to shut off the power completely. (IEC)

IMPORTANT

LAN connection (MFC-J615W and DCP-J715W only)

DO NOT connect this machine to a LAN connection that is subject to over-voltages. (IEC)

Note

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- Postage Stamps (cancelled or uncancelled)
- Immigration Papers
- Welfare documents
- Cheques or Drafts drawn by Governmental Agencies
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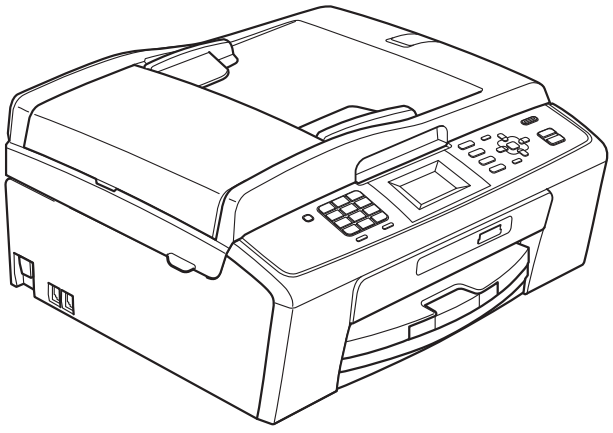
BASIC USER'S GUIDE



MFC-J220
MFC-J265W
MFC-J410
MFC-J415W

Version 0

UK/IRE/GEN

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If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-J220, MFC-J265W, MFC-J410 and MFC-J415W
(Circle your model number)

Serial Number: [1] _____

Date of Purchase: _____

Place of Purchase: _____

[1] The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

http://www.brother.com/registration/

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User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Please read the Safety Instructions before you set up your machine.	Printed / In the box
Quick Setup Guide	Read this Guide first. Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips.	Printed / In the box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning (MFC-J265W and MFC-J415W only), PhotoCapture Center™, PC-Fax Send, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM
Network User's Guide (MFC-J265W and MFC-J415W only)	This Guide provides more advanced information for configuring the Wireless network connections. In addition, find information about network utilities, network printing, troubleshooting tips and supported network specifications.	PDF file / Documentation CD-ROM

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(ADVANCED USER'S GUIDE)

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You can view the *Advanced User's Guide* on the Documentation CD-ROM.

1 General setup

Memory storage
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1 General information

Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific buttons on the machine's control panel, or on the computer screen.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier New`	Text in the Courier New font identifies messages on the LCD of the machine.

WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which may result in property-damage-only accidents or loss of product functionality.

Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

Electrical Hazard icons alert you to possible electrical shock.

Accessing the Advanced User's Guide, Software User's Guide and Network User's Guide

This Basic User's Guide does not contain all the information about the machine such as how to use the advanced features for Fax, Copy, PhotoCapture Center™, Printer, Scanner, PC-Fax and Network. When you are ready to learn detailed information about these operations, read the **Advanced User's Guide**, **Software User's Guide** and **Network User's Guide** that are on the Documentation CD-ROM.

Viewing Documentation

1. Turn on your computer. Insert the Documentation CD-ROM into your CD-ROM drive.

Note

(Windows® users)
If the screen does not appear automatically, go to **My Computer (Computer)**, double-click the CD-ROM icon, and then double-click **index.html**.

2. (Macintosh users)
Double-click the CD-ROM icon, and then double-click **index.html**.

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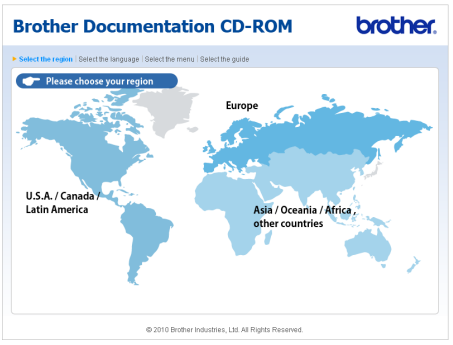
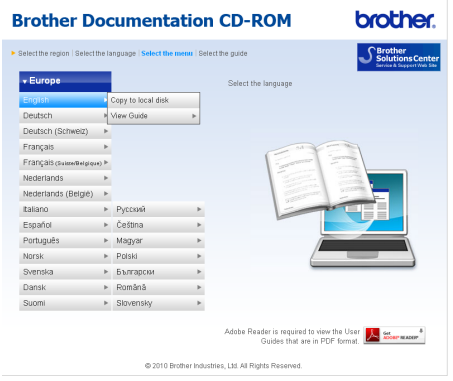
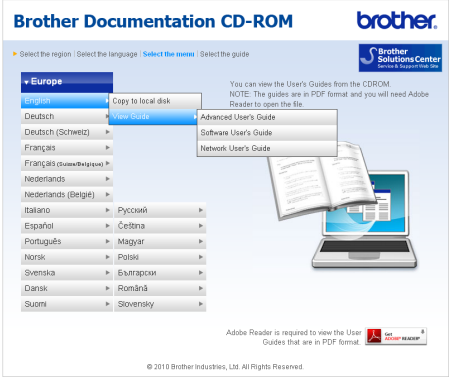
3 Click your country.



4 Point to your language, point to **View Guide**, and then click the guide you want to read.





Note

- (Windows® users only)
  Your web browser may display a yellow bar at the top of the page that contains a security warning about Active X controls. For the page to display correctly you must click on the bar, click **Allow Blocked Content**, then click **Yes** in the Security Warning dialog box.
- (Windows® users only) [1]
  For faster access, you can copy all user documentation in PDF format to a local folder on your computer. Point to your language, then click **Copy to local disk**.

[1] Microsoft® Internet Explorer® 6.0 or greater.

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide

- *Scanning*
- *ControlCenter*
- *Network Scanning* (MFC-J265W and MFC-J415W only)

ScanSoft™ PaperPort™11SE with OCR How-to-Guides (MFC-J410 and MFC-J415W only) (Windows®)

- The complete ScanSoft™ PaperPort™11SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™11SE application.

Presto! PageManager User's Guide (MFC-J410 and MFC-J415W only) (Macintosh)

Note

Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

- The complete Presto! PageManager User's Guide can be viewed from the Help selection in the Presto! PageManager application.

How to find Network setup instructions (MFC-J265W and MFC-J415W only)

Your machine can be connected to a wireless network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, you can also follow the steps in the Quick Setup Guide. For more information about network setup please see the *Network User's Guide* on the Documentation CD-ROM.

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Accessing Brother Support (Windows®)

You can find all the contacts you will need, such as Web support (Brother Solutions Center), on the Installation CD-ROM.

- Click **Brother Support** on the **Top Menu**. The following screen will appear:

- To access our website (http://www.brother.com), click **Brother Home Page**.
- For the latest news and product support information (http://solutions.brother.com/), click **Brother Solutions Center**.
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click **Supplies Information**.
- To access the Brother CreativeCenter (http://www.brother.com/creativecenter/) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.
- To return to the **Top Menu**, click **Back** or if you have finished, click **Exit**.

Accessing Brother Support (Macintosh)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the Installation CD-ROM.

- Double-click the **Brother Support** icon. The following screen will appear:

Brother Support
Brother Support
Presto! PageManager
Download the Presto! PageManager installer.
Access to the internet is required.
On-Line Registration
Brother offers easy on-line registration for your machine that will ensure your access to technical support and updates. To register just click the button and you will be linked to the Brother Product Registration Web Page.
Close

- (MFC-J410 and MFC-J415W only) To download and install Presto! PageManager, click **Presto! PageManager**.
- To register your machine from the Brother Product Register Page (http://www.brother.com/registration/), click **On-Line Registration**.
- For the latest news and product support information (http://solutions.brother.com/), click **Brother Solutions Center**.
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click **Supplies Information**.

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Control panel overview

The **MFC-J220**, **MFC-J265W**, **MFC-J410** and **MFC-J415W** have the same control panel keys.

1 Fax and telephone keys:

- **Redial/Pause**

  Redials the last 30 numbers called. It also inserts a pause when programming quick dial numbers.

- **Tel/R**

  This key is used to have a telephone conversation after picking up the external handset during the F/T Ring (fast double-ring).

  Also, when connected to a PBX, you can use this key to gain access to an outside line or to transfer a call to another extension.

2 Mode keys:

- **FAX**

  Lets you access Fax mode.

- **SCAN**

  Lets you access Scan mode.

- **COPY**

  Lets you access Copy mode.

- **PHOTO CAPTURE**

  Lets you access PhotoCapture Center™ mode.

3 Menu keys:

- **Volume keys**

  ◄ ►

  While the machine is idle, you can press these keys to adjust the ring volume.

- **Speed Dial key**

  ▲

  Lets you store, look up, and dial numbers that are stored in the memory.

- ◄ or ►

  Press ◄ or ► to move the selected area left or right on the LCD.

- ▲ or ▼

  Press ▲ or ▼ to scroll through the menus and options.

- **Menu**

  Access the main menu.

- **Clear**

  Press to delete characters or to go back to the previous menu level.

- **OK**

  Lets you confirm a selection.

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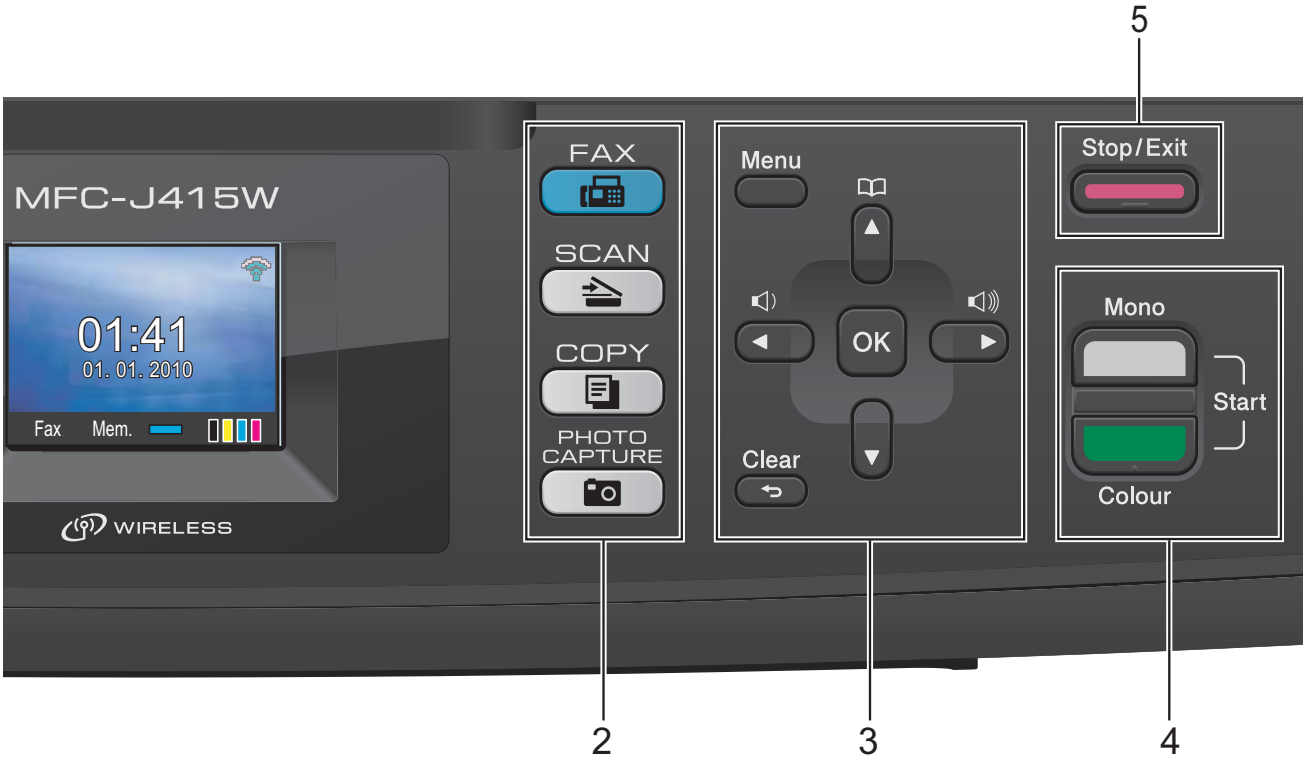

4 Start keys:

■ **Mono Start**

Lets you start sending faxes or making copies in monochrome. Also lets you start a scanning operation (in colour or mono depending on the scanning setting in the ControlCenter software).

■ **Colour Start**

Lets you start sending faxes or making copies in full colour. Also lets you start a scanning operation (in colour or mono, depending on the scanning setting in the ControlCenter software).

5 Stop/Exit

Stops an operation or exits the menu.

6 LCD (Liquid Crystal Display)

Displays messages on the screen to help you set up and use your machine.

7 Dial Pad

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

The **#** key lets you temporarily switch the dialling mode during a telephone call from Pulse to Tone.

8 On/Off

You can turn the machine on and off.

Press **On/Off** to turn the machine on.

Press and hold down **On/Off** to turn the machine off. The LCD will show Shutting Down and will stay on for a few seconds before going off.

If you have connected an external telephone or TAD, it is always available.

If you turn the machine off, it will still periodically clean the print head to maintain print quality. To prolong print head life, provide the best ink cartridge economy, and maintain print quality, you should keep your machine connected to the power at all times.

Note

Most of the illustrations in this User's Guide show the MFC-J415W.

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LCD screen indications

The LCD shows the current machine status when the machine is idle.

1 Wireless Status (MFC-J265W and MFC-J415W only)

A four level indicator shows the current wireless signal strength if you are using a wireless connection.

2 Current Receive Mode

Lets you see the current receive mode.

- `Fax` (Fax only)
- `F/T` (Fax/Tel)
- `TAD` (External TAD)
- `Mnl` (Manual)

3 Memory Status

Lets you see the available memory in the machine.

4 Ink indicator

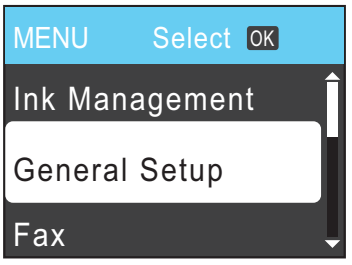
Lets you see the available ink volume.

The warning icon ! appears when there is an error or a maintenance message. For details, see *Error and Maintenance messages* on page 57.

Basic Operations

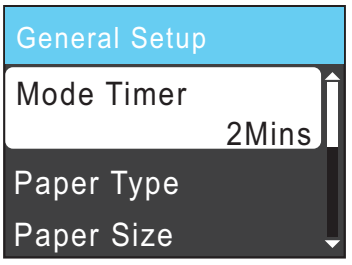
The following steps show how to change a setting in the machine. In this example the Mode Timer setting is changed from 2 minutes to 30 seconds.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.



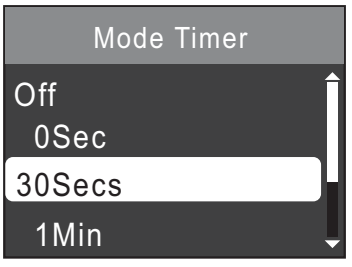
Press **OK**.

3. Press ▲ or ▼ to choose `Mode Timer`.

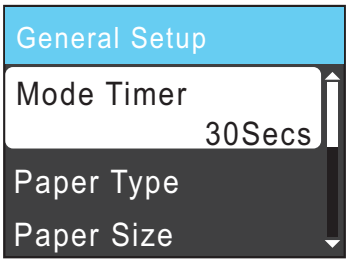


Press **OK**.

4. Press ▲ or ▼ to choose `30Secs`.



Press **OK**.
You can see the current setting on the LCD:



5. Press **Stop/Exit**.

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Volume settings

Ring Volume

You can choose a range of ring volume levels, from `High` to `Off`.

While the machine is idle, press ◄ or ► to adjust the volume level. The LCD shows the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it.

You can also change the volume through the menu, by following the instructions below:

Setting the Ring Volume from the menu

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Volume`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Ring`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`.
   Press **OK**.
6. Press **Stop/Exit**.

Beeper Volume

When the beeper is on, the machine will beep when you press a key, make a mistake, or after you send or receive a fax.

You can choose a range of beeper volume levels, from `High` to `Off`.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Volume`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Beeper`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`.
   Press **OK**.
6. Press **Stop/Exit**.

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Speaker Volume

You can choose a range of speaker volume levels, from `High` to `Off`.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Volume`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Speaker`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Low`, `Med`, `High` or `Off`.
   Press **OK**.
6. Press **Stop/Exit**.

LCD display

Setting the backlight brightness

If you are having difficulty reading the LCD, try changing the brightness setting.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `LCD Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Backlight`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Light`, `Med` or `Dark`.
   Press **OK**.
6. Press **Stop/Exit**.

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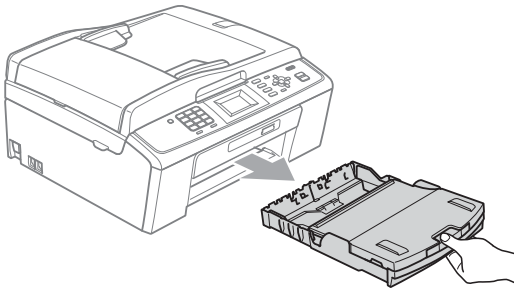
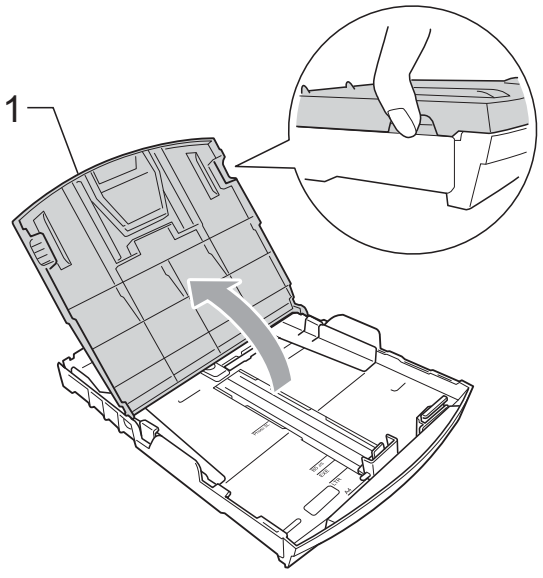
2 Loading paper

Loading paper and other print media

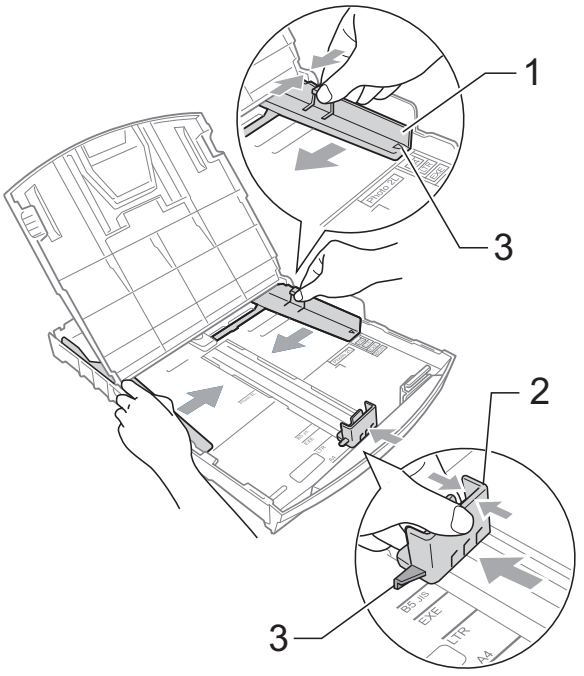
1. If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.



2. Lift the output paper tray cover (1).



3. With both hands, gently press and slide the paper side guides (1) and then the paper length guide (2) to fit the paper size.
Make sure that the triangular marks (3) on the paper side guides (1) and paper length guide (2) line up with the marks for the paper size you are using.



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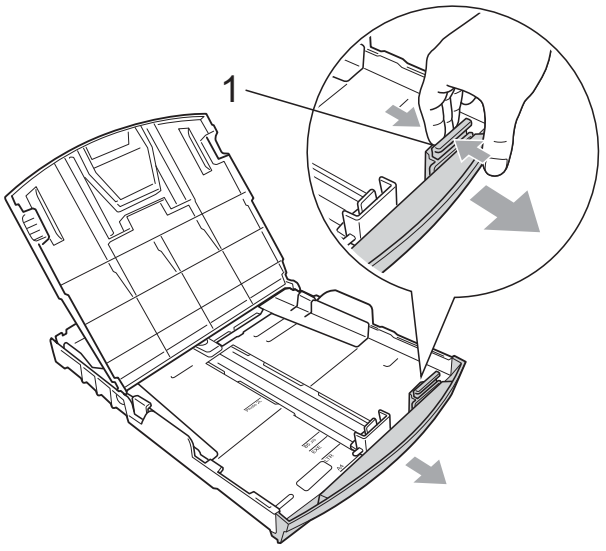
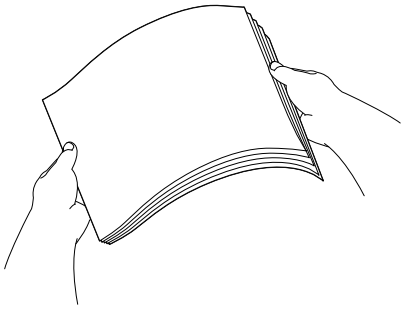
Note

When you are using Legal size paper, press and hold the universal guide release button (1) as you slide out the front of the paper tray.



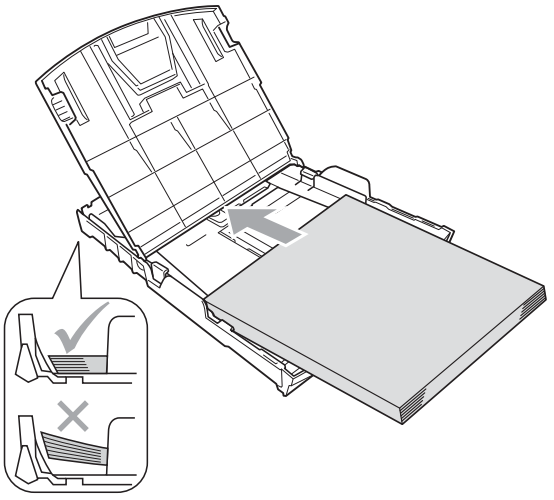
4 Fan the stack of paper well to avoid paper jams and misfeeds.



IMPORTANT

Always make sure that the paper is not curled or wrinkled.

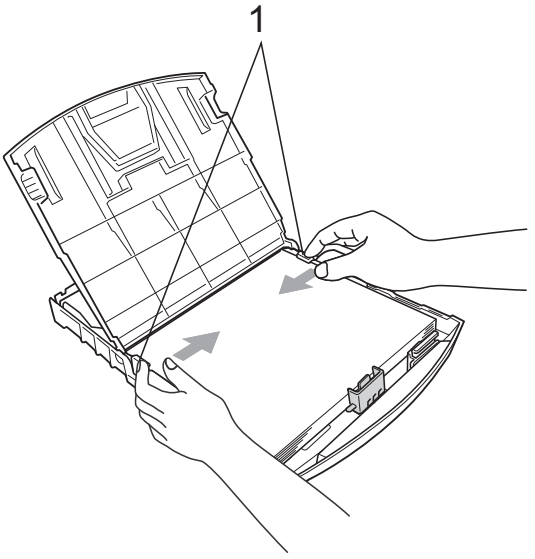
5 Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.



IMPORTANT

Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause feed problems.

6 Gently adjust the paper side guides (1) to fit the paper using both hands. Make sure the paper side guides touch the sides of the paper.



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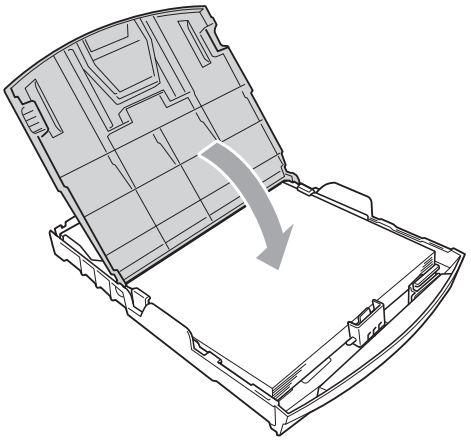
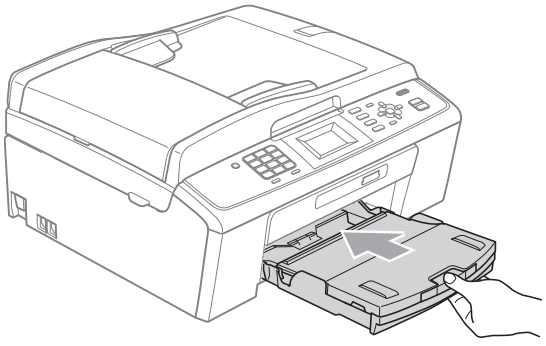
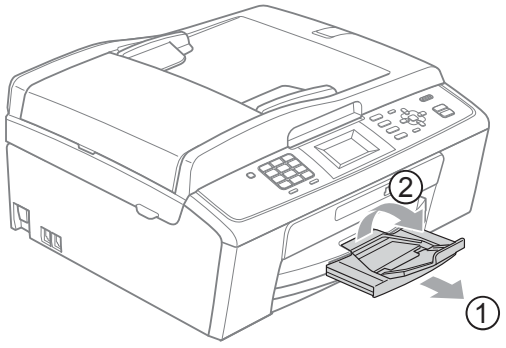
7 Close the output paper tray cover.



8 *Slowly* push the paper tray completely into the machine.



9 While holding the paper tray in place, pull out the paper support (①) until it clicks and unfold the paper support flap (②).



IMPORTANT

DO NOT use the paper support flap for Legal size paper.

Loading envelopes and postcards

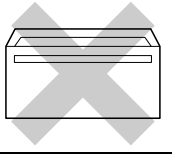
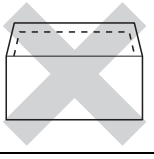
About envelopes

- Use envelopes that weigh between 80 to 95 g/m^2.
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing many envelopes.

IMPORTANT

DO NOT use any of the following types of envelopes, as they will cause paper feed problems:

- That are of a baggy construction.
- That are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.

Glue	Double flap
	

Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

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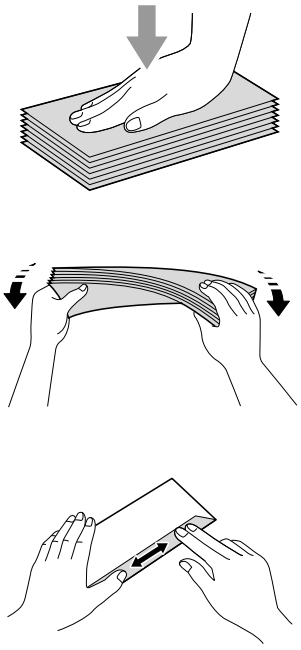
Loading envelopes and postcards

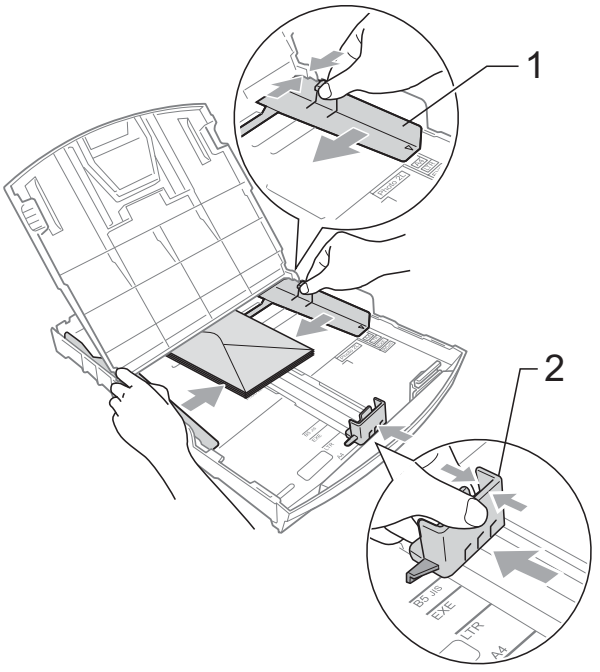
1. Before loading, press the corners and sides of envelopes or postcards to make them as flat as possible.

IMPORTANT

If envelopes or postcards are “double-feeding”, put one envelope or postcard in the paper tray at a time.



2. Put envelopes or postcards in the paper tray with the side to be printed on face down, and the shortest edge in first as shown in the illustration. With both hands, gently press and slide the paper side guides (1) and paper length guide (2) to fit the size of the envelopes or postcards.



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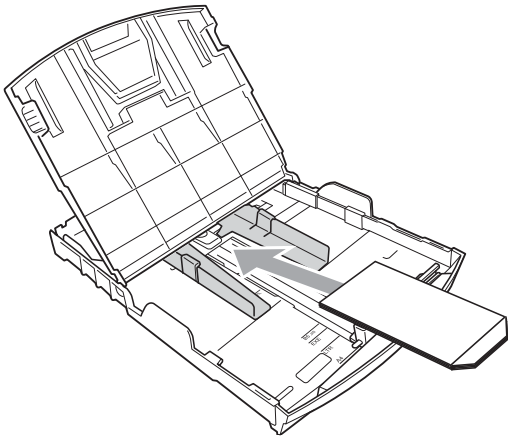
If you have problems printing on envelopes with the flap on the short edge, try the following:

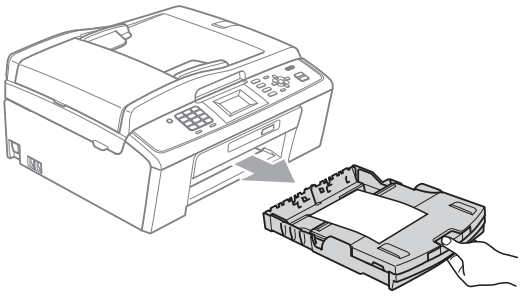
1. Open the envelope flap.
2. Put the envelope into the paper tray with the address side down and the flap positioned as shown in the illustration.



3. Adjust the size and margin in your application.

Removing small printouts from the machine

When the machine ejects small paper onto the output paper tray cover you may not be able to reach it. Make sure printing has finished, and then pull the tray completely out of the machine.



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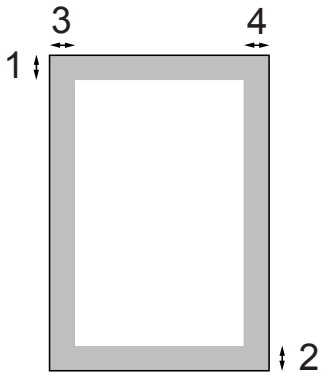
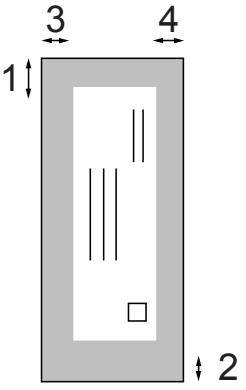
Printable area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes. The machine can print in the shaded areas of cut sheet paper when the Borderless print feature is available and turned on. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide*.)

Cut Sheet Paper



Envelopes



	Top (1)	Bottom (2)	Left (3)	Right (4)
Cut Sheet	3 mm	3 mm	3 mm	3 mm
Envelopes	12 mm	24 mm	3 mm	3 mm

Note

The Borderless feature is not available for envelopes.

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Paper settings

Paper Type

To get the best print quality, set the machine for the type of paper you are using.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Paper Type`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Plain Paper`, `Inkjet Paper`, `Brother BP71`, `Brother BP61`, `Other Glossy` or `Transparency`.
   Press **OK**.
5. Press **Stop/Exit**.

Note

The machine ejects paper with printed surfaces face up onto the paper tray in front of the machine. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

Paper Size

You can use five sizes of paper for printing copies: A4, A5, Letter, Legal and 10 × 15 cm and three sizes for printing faxes: A4, Legal and Letter. When you change the size of paper you load in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Paper Size`.
   Press **OK**.
4. Press ▲ or ▼ to choose `A4`, `A5`, `10x15cm`, `Letter` or `Legal`.
   Press **OK**.
5. Press **Stop/Exit**.

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Acceptable paper and other print media

The print quality can be affected by the type of paper you use in the machine.

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper you load.

You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes.

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to choose the correct print media in the **Basic** tab of the printer driver or in the Paper Type setting of the menu. (See *Paper Type* on page 15.)
- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
- When you use transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended print media

To get the best print quality, we suggest using Brother paper. (See the table below.)

If Brother paper is not available in your country, we recommend testing various papers before purchasing large quantities.

We recommend using “3M Transparency Film” when you print on transparencies.

Brother paper

Paper Type	Item
A4 Plain	BP60PA
A4 Glossy Photo	BP71GA4
A4 Inkjet (Matte)	BP60MA
10 × 15 cm Glossy Photo	BP71GP

Handling and using print media

- Store paper in its original packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of photo paper. Load photo paper with the shiny side facing down.
- Avoid touching either side of transparencies because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

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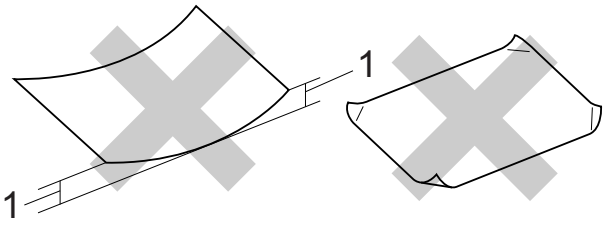
IMPORTANT

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



1 2 mm or greater curl may cause jams to occur.

- Extremely shiny or highly textured paper
- Paper that cannot be arranged uniformly when stacked
- Short grain paper

Paper capacity of the output paper tray cover

Up to 50 sheets of 80 g/m^2 A4 paper.

■ Transparencies and photo paper must be picked up from the output paper tray cover one page at a time to avoid smudging.

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Choosing the right print media

Paper type and size for each operation

Paper Type	Paper Size		Usage			
			Fax	Copy	Photo Capture	Printer
Cut Sheet	A4	210 × 297 mm (8.3 × 11.7 in.)	Yes	Yes	Yes	Yes
	Letter	215.9 × 279.4 mm (8 1/2 × 11 in.)	Yes	Yes	Yes	Yes
	Legal	215.9 × 355.6 mm (8 1/2 × 14 in.)	Yes	Yes	–	Yes
	Executive	184 × 267 mm (7 1/4 × 10 1/2 in.)	–	–	–	Yes
	JIS B5	182 × 257 mm (7.2 × 10.1 in.)	–	–	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes
	A6	105 × 148 mm (4.1 × 5.8 in.)	–	–	–	Yes
Cards	Photo	10 × 15 cm (4 × 6 in.)	–	Yes	Yes	Yes
	Photo 2L	13 × 18 cm (5 × 7 in.)	–	–	Yes	Yes
	Index Card	127 × 203 mm (5 × 8 in.)	–	–	–	Yes
	Postcard 1	100 × 148 mm (3.9 × 5.8 in.)	–	–	–	Yes
	Postcard 2 (Double)	148 × 200 mm (5.8 × 7.9 in.)	–	–	–	Yes
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	–	–	–	Yes
	DL Envelope	110 × 220 mm (4.3 × 8.7 in.)	–	–	–	Yes
	COM-10	105 × 241 mm (4 1/8 × 9 1/2 in.)	–	–	–	Yes
	Monarch	98 × 191 mm (3 7/8 × 7 1/2 in.)	–	–	–	Yes
	JE4 Envelope	105 × 235 mm (4.1 × 9.3 in.)	–	–	–	Yes
Transparencies	A4	210 × 297 mm (8.3 × 11.7 in.)	–	Yes	–	Yes
	Letter	215.9 × 279.4 mm (8 1/2 × 11 in.)	–	Yes	–	Yes
	Legal	215.9 × 355.6 mm (8 1/2 × 14 in.)	–	Yes	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	–	Yes	–	Yes

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Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut Sheet	Plain Paper	64 to 120 g/m^2	0.08 to 0.15 mm	100 [1]
	Inkjet Paper	64 to 200 g/m^2	0.08 to 0.25 mm	20
	Glossy Paper	Up to 220 g/m^2	Up to 0.25 mm	20 [2]
Cards	Photo Card	Up to 220 g/m^2	Up to 0.25 mm	20 [2]
	Index Card	Up to 120 g/m^2	Up to 0.15 mm	30
	Postcard	Up to 200 g/m^2	Up to 0.25 mm	30
Envelopes		75 to 95 g/m^2	Up to 0.52 mm	10
Transparencies		–	–	10

[1] Up to 100 sheets of 80 g/m^2 paper.

[2] BP71 (260 g/m^2) paper is especially designed for Brother inkjet machines.

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3 Loading documents

How to load documents

You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass.

Using the ADF (MFC-J410 and MFC-J415W only)

The ADF can hold up to 15 pages and feeds each sheet individually. Use standard 80 g/m^2 paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Paper:	80 g/m^2 A4
Length:	148 to 355.6 mm
Width:	148 to 215.9 mm
Weight:	64 to 90 g/m^2

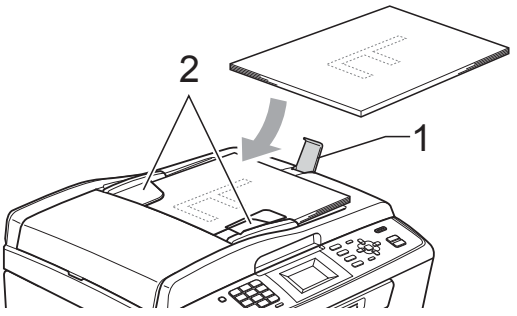
How to load documents

IMPORTANT

- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.

Make sure documents written with ink are completely dry.

1. Unfold the ADF Document Output Support Flap (1).
2. Fan the pages well.
3. Adjust the paper guides (2) to fit the width of your document.
4. Make sure you place your documents, **face down**, **top edge first** in the ADF underneath the guides until you feel them touch the feed roller and the LCD shows `ADF Ready`.



IMPORTANT

DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book or one page at a time.

Document Sizes Supported

Length:	Up to 297 mm
Width:	Up to 215.9 mm
Weight:	Up to 2 kg

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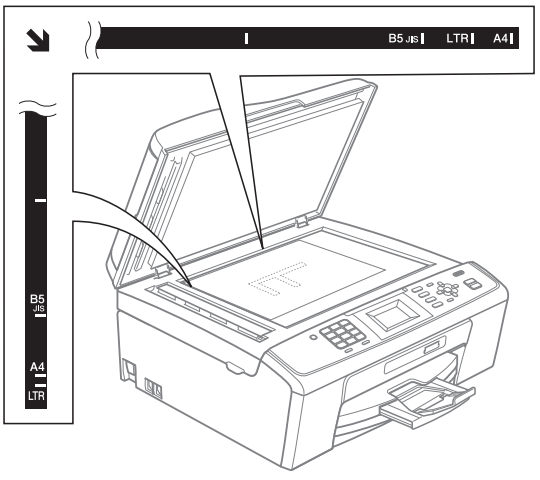
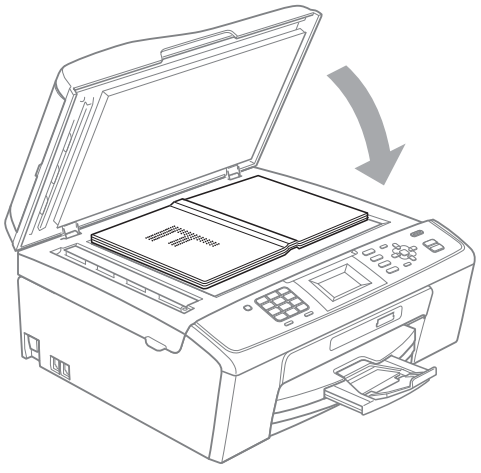
How to load documents

Note

To use the scanner glass, the ADF must be empty. (MFC-J410 and MFC-J415W only)

1. Lift the document cover.
2. Using the document guidelines on the left and top, place the document face down in the upper left corner of the scanner glass.





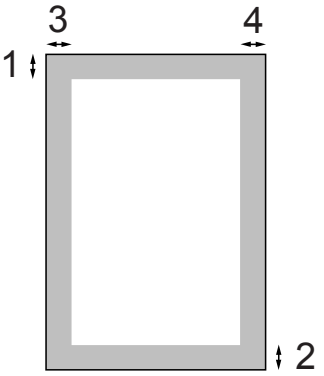
3. Close the document cover.

IMPORTANT

If you are scanning a book or thick document, DO NOT slam the cover down or press on it.

Scannable area

The scannable area depends on the settings in the application you are using. The figures below show unscannable areas.



Usage	Document Size	Top (1) Bottom (2)	Left (3) Right (4)
Fax	A4	3 mm	3 mm [1]
	Letter	3 mm	4 mm
	Legal (MFC-J410 and MFC-J415W only)	3 mm	4 mm
Copy	A4	3 mm	3 mm
	Letter	3 mm	3 mm
Scan	A4	3 mm	3 mm
	Letter	3 mm	3 mm

[1] The unscannable area is 1 mm when you use the ADF.

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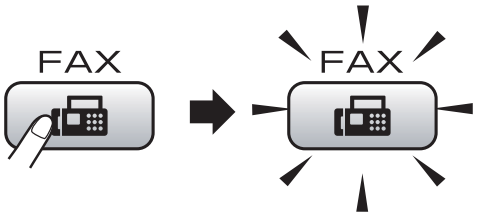
4 Sending a fax

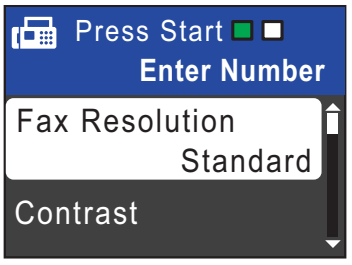
How to send a fax

The following steps show how to send a fax.

1. When you want to send a fax, or change fax send or receive settings, press the (**FAX**) key to illuminate it in blue.



- The LCD shows:



2. Do one of the following to load your document:
   - Place the document *face down* in the ADF. (See *Using the ADF (MFC-J410 and MFC-J415W only)* on page 20.)
   - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 20.)

Note

- If you send a mono fax from the ADF when the memory is full it will be sent in real time.
- You can use the scanner glass to fax pages of a book one at a time. The documents can be up to A4 or Letter size.
- To send colour faxes with multiple pages use the ADF. (MFC-J410 and MFC-J415W only)
- Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple page document. (MFC-J410 and MFC-J415W only)

3. Set the scanner glass size, fax resolution or contrast if you want to change them.

   For more advanced fax sending operations and settings, see *Sending a fax* in *chapter 3* in the *Advanced User's Guide*:
   - Broadcasting
   - Real Time TX
   - Overseas Mode
   - Fax Resolution
   - Contrast
   - Glass ScanSize

4. Enter the fax number.

   Using the dial pad

   Using the Phone Book
   - Speed Dial

   Using call history
   - Outgoing Call
   - Caller ID hist.

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5 Press **Mono Start** or **Colour Start**.

Faxing from the ADF (MFC-J410 and MFC-J415W only)

- The machine starts scanning the document.

Faxing from the scanner glass

- If you press **Mono Start**, the machine starts scanning the first page.

  Do one of the following:

  - To send a single page, press **2** to choose `No(Send)` (or press **Mono Start** again).

    The machine starts sending the document.

  - To send more than one page, press **1** to choose `Yes` and place the next page on the scanner glass. Press **OK**. The machine starts scanning the page. (Repeat this step for each additional page.)

- If you press **Colour Start**, the machine starts sending the document.

Note

To cancel, press **Stop/Exit**.

Setting scanner glass size for faxing

When documents are Letter size, you need to set Scan Size to Letter. If you do not, the side portion of the faxes will be missing.

1 Press (**FAX**).

2 Press ▲ or ▼ to choose `Glass ScanSize`.
Press **OK**.

3 Press ▲ or ▼ to choose `Letter`.
Press **OK**.

Note

You can save the setting you use most often by setting it as default. (See *Setting your changes as a new default* in *chapter 3* in the *Advanced User's Guide*.)

Colour fax transmission

Your machine can send a colour fax to machines that support this feature.

Colour faxes cannot be stored in the memory. When you send a colour fax, the machine will send it in real time (even if `Real Time TX` is set to `Off`).

Cancelling a fax in progress

If you want to cancel a fax while the machine is scanning, dialling or sending, press **Stop/Exit**.

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Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the sender's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- **On:** Prints a report after every fax you send.
- **On+Image:** Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- **Off:** Prints a report if your fax is unsuccessful due to a transmission error. `Off` is the default setting.
- **Off+Image:** Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Report Setting`.
   Press **OK**.
4. Press ▲ or ▼ to choose `XMIT Report`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On`, `On+Image`, `Off` or `Off+Image`.
   Press **OK**.
6. Press **Stop/Exit**.

Note

- If you choose `On+Image` or `Off+Image` the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. (See *Real Time Transmission* in *chapter 3* in the *Advanced User's Guide*.)
- If your transmission is successful, "`OK`" will appear next to "`RESULT`" on the Transmission Verification Report. If transmission is not successful, "`ERROR`" will appear next to "`RESULT`".

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5 Receiving a fax

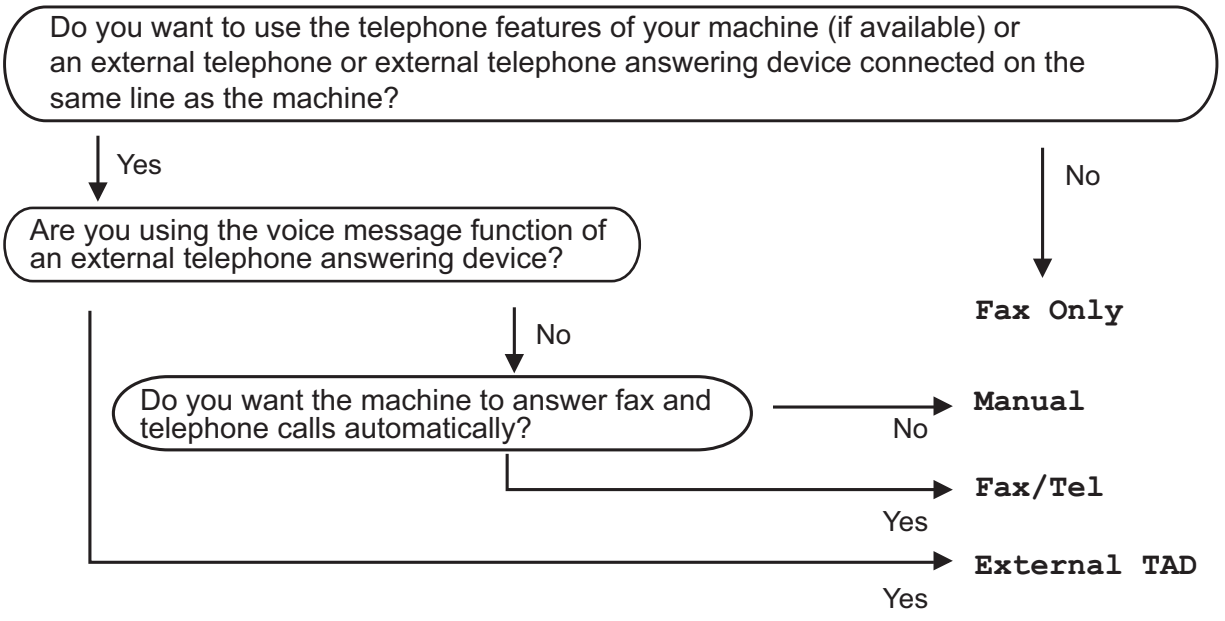
Receive modes

You must choose a receive mode depending on the external devices and telephone services you have on your line.

Choose the Receive Mode

By default, your machine will automatically receive any faxes that are sent to it. The diagram below will help you choose the correct mode.

For more detailed information on the receive modes, see *Using receive modes* on page 26.


Do you want to use the telephone features of your machine (if available) or an external telephone or external telephone answering device connected on the same line as the machine?
Yes
No
Are you using the voice message function of an external telephone answering device?
No
Fax Only
Do you want the machine to answer fax and telephone calls automatically?
No
Manual
Yes
Fax/Tel
Yes
External TAD

To set a receive mode follow the instructions below:

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Receive Mode`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Fax Only`, `Fax/Tel`, `External TAD` or `Manual`.
   Press **OK**.
5. Press **Stop/Exit**.
   The LCD will display the current receive mode.

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Using receive modes

Some receive modes answer automatically (`Fax Only` and `Fax/Tel`). You may want to change the ring delay before using these modes. (See *Ring Delay* on page 27.)

Fax Only

Fax Only mode will automatically answer every call as a fax call.

Fax/Tel

Fax/Tel mode helps you automatically manage incoming calls, by recognising whether they are fax or voice calls and dealing with them in one of the following ways:

- Faxes will be automatically received.
- Voice calls will start the F/T Ring to tell you to pick up the line. The F/T Ring is a fast double-ring made by your machine.

(Also see *F/T Ring Time (Fax/Tel mode only)* on page 27 and *Ring Delay* on page 27.)

Manual

Manual mode turns off all automatic answering functions unless you are using the BT Call Sign feature.

To receive a fax in manual mode lift the handset of an external telephone. When you hear fax tones (short repeating beeps), press **Mono Start** or **Colour Start** and choose `Receive`. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

(Also see *Fax Detect* on page 28.)

External TAD

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in one of the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

(For more information see *Connecting an external TAD (telephone answering device)* on page 31.)

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Receive mode settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in `Fax Only` or `Fax/Tel` mode. If you have external or extension telephones on the same line as the machine choose the maximum number of rings.

(See *Operation from external and extension telephones* on page 33 and *Fax Detect* on page 28.)

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup Receive`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Ring Delay`.
   Press **OK**.
5. Press ▲ or ▼ to choose how many times the line rings before the machine answers.
   Press **OK**.
   If you choose `0`, the line will not ring at all.
6. Press **Stop/Exit**.

F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring sound. The number of rings is set by the ring delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T Ring (a fast double-ring) for the time you have set in the F/T Ring Time setting. If you hear the F/T Ring it means that you have a voice caller on the line.

Because the F/T Ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone. (For more information see *Using remote codes* on page 35.)

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup Receive`.
   Press **OK**.
4. Press ▲ or ▼ to choose `F/T Ring Time`.
   Press **OK**.
5. Press ▲ or ▼ to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).
   Press **OK**.
6. Press **Stop/Exit**.

Note

Even if the caller hangs up during the fast double-ring, the machine will continue to ring for the set time.

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Fax Detect

If Fax Detect is On:

The machine receives a fax call automatically, even if you answer the call. When you see Receiving on the LCD or when you hear “chirps” through the handset you are using, just replace the handset. Your machine will do the rest.

If Fax Detect is Off:

If you are at the machine and answer a fax call by lifting the handset, press **Mono Start** or **Colour Start**, then press **2** to receive the fax.

If you answered at an extension telephone, press ✳ **5 1**. (See *Operation from external and extension telephones* on page 33.)

Note

- If this feature is set to On, but your machine does not connect a fax call when you lift an extension or external telephone handset, press the remote activation code ✳ **5 1**.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off.

1. Press **Menu**.
2. Press ▲ or ▼ to choose Fax.
   Press **OK**.
3. Press ▲ or ▼ to choose Setup Receive.
   Press **OK**.
4. Press ▲ or ▼ to choose Fax Detect.
   Press **OK**.
5. Press ▲ or ▼ to choose On (or Off).
   Press **OK**.
6. Press **Stop/Exit**.

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6 Telephone and external devices

Voice operations

Tone or Pulse

If you have a Pulse dialling service, but need to send tone signals (for example, for telephone banking), follow the instructions below:

1. Pick up the handset of the external telephone.
2. Press **#** on the machine's control panel. Any digits dialled after this will send tone signals.

When you hang up, the machine will return to the Pulse dialling service.

Fax/Tel mode

When the machine is in Fax/Tel mode, it will use the F/T Ring (fast double-ring) to alert you to pick up a voice call.

If you are at an external telephone, lift the handset of the external telephone, and then press **Tel/R** to answer.

If you are at an extension telephone, you'll need to lift the handset during the F/T Ring Time and then press **# 5 1** between the fast double-rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing ✳ **5 1**.

Caller ID (U.K. and Ireland only)

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

You can view the list or choose one of these numbers to fax to, add to Speed Dial or delete from the history. (See *Caller ID history* on page 38.)

- You can see the first 18 characters of the number (or name).
- The `ID Unknown` message means the call originated outside your Caller ID service area.
- The `ID Withheld` message means the caller has intentionally blocked transmission of information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* in *chapter 6* in the *Advanced User's Guide*.)

Note

The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

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Setting the Caller ID to On

If you have Caller ID on your line, then this function should be set to `On` to display the caller's telephone number on the LCD as the telephone rings.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Caller ID`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
6. Press **Stop/Exit**.

Telephone services

Your machine supports the Caller ID subscriber telephone service that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, answering services, alarm systems or other custom features on one telephone line may create problems with the operation of your machine.

Note

Caller ID is available for U.K. and Ireland only.

Setting the Telephone Line Type

If you are connecting the machine to a line that features PBX or ISDN to send and receive faxes, it is also necessary to change the Telephone Line Type accordingly by completing the following steps.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Phone Line Set`.
   Press **OK**.
4. Press ▲ or ▼ to choose `PBX`, `ISDN` (or `Normal`).
   Press **OK**.
5. Press **Stop/Exit**.

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PBX and TRANSFER

The machine is initially set to `Normal`, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when **Tel/R** is pressed.

Note

You can program a **Tel/R** key press as part of a number stored in a Speed Dial location. When programming the Speed Dial number, press **Tel/R** first (the LCD shows "!"), then enter the telephone number. If you do this, you do not need to press **Tel/R** each time before you dial using a Speed Dial location. (See *Storing numbers* on page 39.) However, if PBX is not chosen in the Telephone Line Type setting, you cannot use the Speed Dial number that the **Tel/R** press is programmed into.

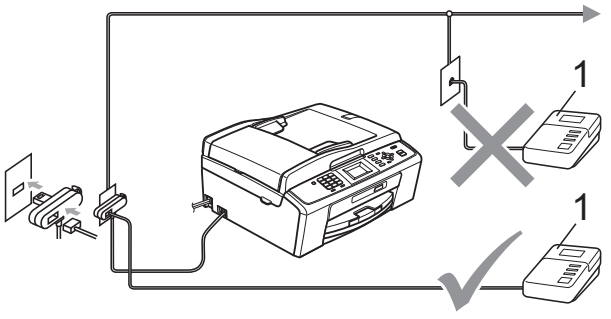
Connecting an external TAD (telephone answering device)

You may choose to connect an external answering device. However, when you have an **external** TAD on the same telephone line as the machine, the TAD answers all calls and the machine "listens" for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it does not hear CNG tones, the machine lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax "handshake". Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.

Note

If you do not receive all your faxes, shorten the Ring Delay setting on your external TAD.



1 TAD

When the TAD answers a call, the LCD shows `Telephone`.

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IMPORTANT

DO NOT connect a TAD elsewhere on the same telephone line.

Settings

The external TAD must be connected as shown in the previous illustration.

1. Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
2. Record the outgoing message on your external TAD.
3. Set the TAD to answer calls.
4. Set the Receive Mode to `External TAD`. (See *Choose the Receive Mode* on page 25.)

Recording an outgoing message (OGM) on an external TAD

Timing is important in recording this message.

1. Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
2. Limit your speaking to 20 seconds.

Note

We recommend beginning your OGM with an initial 5-second silence because the machine cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your machine has trouble receiving, then you must re-record the OGM to include it.

Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to `Manual`.

We cannot guarantee that your machine will operate correctly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

Note

Make sure the Telephone Line Type is set to PBX. (See *Setting the Telephone Line Type* on page 30.)

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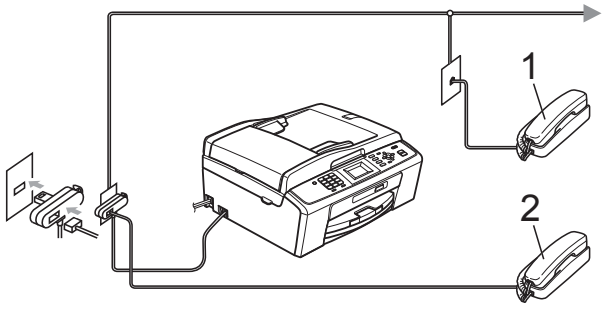
External and extension telephones

Connecting an external or extension telephone

You can connect a separate telephone to your machine as shown in the diagram below.



1 Extension telephone

2 External telephone

When you are using a telephone on the same phone line, the LCD shows `Telephone`.

Note

Please make sure you use an external telephone with a cable no more than 3 metres long.

Operation from external and extension telephones

If you answer a fax call on an extension or an external telephone, you can make your machine take the call by using the Remote Activation Code. When you press the Remote Activation Code ✳ **5 1**, the machine starts to receive the fax.

If the machine answers a voice call and fast double-rings for you to take over, use the Remote Deactivation Code **# 5 1** to take the call at an extension telephone. (See *F/T Ring Time (Fax/Tel mode only)* on page 27.)

If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press ✳ **5 1** and wait for the chirp or until the LCD shows `Receiving`, and then hang up.

Note

You can also use the Fax Detect feature to make your machine automatically take the call. (See *Fax Detect* on page 28.)

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Using extension telephones (U.K. only)

Your premises may already be wired with parallel extension telephones, or you may plan to add extension telephones to your line, as well as your machine. While the simplest arrangement is a straightforward parallel connection, there are some problems with this arrangement, the most obvious of which is inadvertent interruption of a facsimile transmission caused by someone picking up an extension telephone to make an outgoing call. Also, remote activation code may not operate reliably in such a simple configuration.

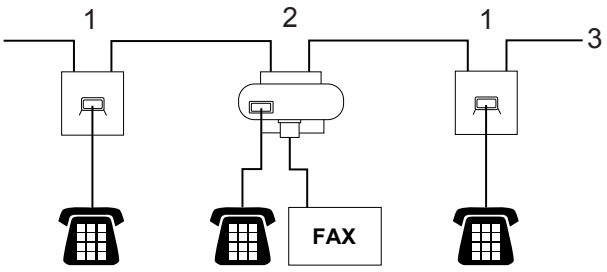
This machine may also be set to make a delayed transmission (i.e. a transmission at a pre-set time). This pre-set job may coincide with someone picking up an extension handset.

These problems can easily be eliminated, if you arrange modification of your extension wiring circuit, such that extension devices are connected “downstream” of your machine in a master/slave configuration (see fig. 2). In this configuration the machine can always detect whether a telephone is in use. Thus it will not attempt to seize the line during that time. This is known as “telephone off-hook detection.”

The inadvisable configuration is shown in figure 1, and the recommended master/slave configuration is shown in figure 2.

This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be put into the modular socket of the white “T”-shaped connector provided as part of the line cord assembly.

Inadvisable connection of extension sockets (Fig. 1.)

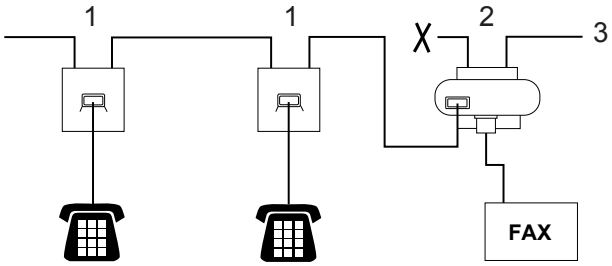


1 Extension socket

2 Master socket

3 Incoming line

Recommended connection of extension sockets (Fig. 2.)



1 Extension socket

2 Master socket

3 Incoming line

The fax machine must be plugged into the master socket.

Note

These telephones are now connected as external devices (see *Connecting an external or extension telephone* on page 33), because they are connected to the fax machine via the T-connector.

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Using a cordless external telephone

Once the base unit of the cordless telephone has been connected to the same telephone line as the machine (see *External and extension telephones* on page 33), it is easier to answer calls during the Ring Delay if you carry the cordless handset around with you.

If you let the machine answer first, you will have to go to the machine so you can press **Tel/R** to send the call to the cordless handset.

Using remote codes

Remote Activation code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by dialling the Remote Activation Code ✳ **5 1**. Wait for the chirping sounds then replace the handset. (See *Fax Detect* on page 28.)

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing **Mono Start** and choose `Receive`.

Remote Deactivation Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T Ring (fast double-ring), after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T Ring off by pressing **# 5 1** (make sure you press this *between* the rings).

If the machine answers a voice call and fast double-rings for you to take over, you can take the call at the external telephone by pressing **Tel/R**.

Changing the remote codes

If you want to use Remote Activation, you have to turn on the remote codes. The preset Remote Activation Code is ✳ **5 1**. The preset Remote Deactivation Code is **# 5 1**. If you want to, you can replace them with your own codes.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup Receive`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Remote Codes`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
6. Enter the new Remote Activation Code.
   Press **OK**.
7. Enter the new Remote Deactivation Code.
   Press **OK**.
8. Press **Stop/Exit**.

Note

- If you are always disconnected when accessing your external TAD remotely, try changing the Remote Activation Code and Remote Deactivation Code to another three-digit code using the numbers **0**-**9**, ✳, **#**.
- Remote Codes might not work with some telephone systems.

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7 Dialling and storing numbers

How to dial

Manual dialling

Press all of the digits of the fax or telephone number.

Speed Dialling

1. Press (**Speed Dial**).

You can also choose `Speed Dial` by pressing (**FAX**).

2. Press ▲ or ▼ to choose `Search`.
Press **OK**.

3. Press the two-digit Speed Dial number.
(See *Storing Speed Dial numbers* on page 39.)

Note

If the LCD shows `Not Registered` when you enter or search a Speed Dial number, a number has not been stored at this location.

Search

You can search for names you have stored in the Speed Dial memory.

1. Press (**Speed Dial**).
You can also choose `Speed Dial` by pressing (**FAX**).

2. Press ▲ or ▼ to choose `Search`.
Press **OK**.

3. Press ▲ or ▼ to choose `Alphabetical Order` or `Numerical Order`.
Press **OK**.

4. If you chose `Alphabetical Order` in step ❸, use the dial pad to enter the first letter of the name, and then press ▲ or ▼ to choose the name and number you want to call.
Press **OK**.

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Fax Redial

If you are sending a fax manually and the line is busy, press **Redial/Pause**, and then press **Mono Start** or **Colour Start** to try again. If you want to make a second call to a number you recently dialled, you can press **Redial/Pause** and choose one of the last 30 numbers from the Outgoing Call List.

Redial/Pause only works if you dialled from the control panel. *If you are sending a fax automatically* and the line is busy, the machine will automatically redial up to three times at five minute intervals.

1. Press **Redial/Pause**.
2. Press ▲ or ▼ to choose the number you want to redial.
   Press **OK**.
3. Press ▲ or ▼ to choose `Send a fax`.
   Press **OK**.
4. Press **Mono Start** or **Colour Start**.

Note

In Real Time Transmission the automatic redial feature does not work when using the scanner glass.

Additional dialling operations

Outgoing Call history

The last 30 numbers you sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to fax to, add to Speed Dial, or delete from the history.

1. Press **Redial/Pause**.
   You can also choose `Outgoing Call` by pressing (**FAX**).
2. Press ▲ or ▼ to choose the number you want.
   Press **OK**.
3. Do one of the following:
   - To send a fax, press ▲ or ▼ to choose `Send a fax`.
     Press **OK**.
     Press **Mono Start** or **Colour Start**.
   - If you want to store the number, press ▲ or ▼ to choose `Add to Speed Dial`.
     Press **OK**.
     (See *Storing Speed Dial numbers from Outgoing Calls* in *chapter 5* in the *Advanced User's Guide*.)
   - Press ▲ or ▼ to choose `Delete`.
     Press **OK**.
     Press **1** to confirm.
4. Press **Stop/Exit**.

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Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID (U.K. and Ireland only)* on page 29.)

The numbers, or names if available, from the last 30 faxes and telephone calls you received will be stored in the Caller ID history. You can view the list or choose one of these numbers to fax to, add to Speed Dial or delete from the history. When the thirty-first call comes into the machine, it replaces information about the first call.

Note

If you are not a Caller ID subscriber, you can still view call dates from the Caller ID history, and delete entries from the list.

1. Press **Redial/Pause** and press ✳.
   You can also choose `Caller ID hist.` by pressing (**FAX**).
2. Press ▲ or ▼ to choose the number you want.
   Press **OK**.
3. Do one of the following:
   - To send a fax, press ▲ or ▼ to choose `Send a fax`.
     Press **OK**.
     Press **Mono Start** or **Colour Start**.
   - If you want to store the number, press ▲ or ▼ to choose `Add to Speed Dial`.
     Press **OK**.
     (See *Storing Speed Dial numbers from Outgoing Calls* in *chapter 5* in the *Advanced User's Guide*.)
   - If you want to delete the number, press ▲ or ▼ to choose `Delete`.
     Press **OK**.
     Press **1** to confirm.
4. Press **Stop/Exit**.

Note

You can print the Caller ID list.
(See *How to print a report* in *chapter 6* in the *Advanced User's Guide*.)

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Storing numbers

You can set up your machine to do the following types of easy dialling: Speed Dial and Groups for broadcasting faxes. When you dial a Quick Dial number, the LCD shows the number.

Note

If you lose electrical power, the Quick Dial numbers that are in the memory will not be lost.

Storing a pause

Press **Redial/Pause** to put a 3.5-second pause between numbers. If you are dialling overseas, you can press **Redial/Pause** as many times as needed to increase the length of the pause.

Storing Speed Dial numbers

Names and numbers can be stored as two-digit Speed Dial locations. You can store up to 40 different Speed Dial locations. When you dial you will only have to press a few keys (for example: (**Speed Dial**), `Search`, **OK**, the two-digit number, and **Mono Start** or **Colour Start**).

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose `Set Speed Dial`.
   Press **OK**.
3. Press ▲ or ▼ to choose the Speed Dial location where you want to store the number in.
   Press **OK**.
4. Do one of the following:
   - Enter the name (up to 16 characters) using the dial pad.
     Press **OK**.

     (To help you enter letters, see *Entering Text* on page 91.)
   - To store the number without a name, press **OK**.
5. Enter the fax or telephone number (up to 20 digits).
   Press **OK**.
6. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.
7. Do one of the following:
   - To store another Speed Dial number, go to step ❸.
   - If you are finished storing numbers, press **Stop/Exit**.

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Changing Speed Dial names or numbers

You can change a Speed Dial name or number that has already been stored.

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose `Set Speed Dial`.
   Press **OK**.
3. Press ▲ or ▼ to choose the 2-digit Speed Dial location you want to change.
   Press **OK**.
4. Do one of the following:
   - Press ▲ or ▼ to choose `Change`.
     Press **OK**.
   - Press ▲ or ▼ to choose `Delete`.
     Press **OK**.
     Press **1** to confirm.
     Go to step 8.

Note

How to change the stored name or number:

If you want to change a character, press ◄ or ► to position the cursor under the character you want to change, and then press **Clear**. Re-enter the character.

5. If you want to change the name, press ▲ or ▼ to choose `Name`, then press **OK** and enter the new name using the dial pad (up to 16 characters).
   Press **OK**.
   (See *Entering Text* on page 91.)
6. If you want to change the Fax/Tel number, press ▲ or ▼ to choose `Fax/Tel:`, then press **OK** and enter the new fax or telephone number using the dial pad (up to 20 digits).
   Press **OK**.
7. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.
8. Press **Stop/Exit**.

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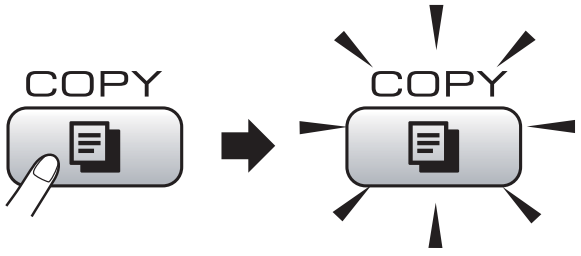
8 Making copies

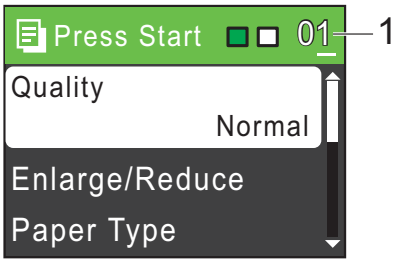
How to copy

The following steps show the basic copy operation. For details about each option, see the *Advanced User's Guide*.

1. Make sure you are in copy mode, press (**COPY**) to illuminate it in blue.



- The LCD shows:



1 No. of Copies

You can enter the number of copies you want by using the dial pad.

Note

The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Mode Timer* in *chapter 1* in the *Advanced User's Guide*.)

2. Do one of the following to load your document:
   - Place the document *face down* in the ADF.

     (See *Using the ADF (MFC-J410 and MFC-J415W only)* on page 20.)
   - Load your document *face down* on the scanner glass.

     (See *Using the scanner glass* on page 20.)
3. If you want more than one copy, enter the number (up to 99).
4. Press **Mono Start** or **Colour Start**.

Stop copying

To stop copying, press **Stop/Exit**.

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Copy settings

You can change the following copy settings. Press **COPY** and then press ▲ or ▼ to scroll through the copy settings. When the setting you want is highlighted, press **OK**.

(Basic User's Guide)

For details about changing the following copy settings, see page 42.

- Paper Type
- Paper Size

(Advanced User's Guide)

For details about changing the following copy settings, see chapter 7:

- Quality
- Enlarge/Reduce
- Density
- Stack/Sort (MFC-J410 and MFC-J415W only)
- Page Layout
- Set New Default
- Factory Reset

Note

If you want to sort copies, use the ADF. (MFC-J410 and MFC-J415W only)

Paper Options

Paper Type

If you are copying on special paper, set the machine for the type of paper you are using to get the best print quality.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Paper Type. Press **OK**.
5. Press ▲ or ▼ to choose Plain Paper, Inkjet Paper, Brother BP71, Brother BP61, Other Glossy or Transparency. Press **OK**.
6. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Paper Size

If you are copying on paper other than A4 size, you will need to change the paper size setting. You can copy only on A4, Legal, Letter, A5 or Photo 10 × 15 cm paper.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Paper Size. Press **OK**.
5. Press ▲ or ▼ to choose A4, A5, 10x15cm, Letter or Legal. Press **OK**.
6. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

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9 Printing photos from a memory card

PhotoCapture Center™ operations

Even if your machine is *not* connected to your computer, you can print photos directly from digital camera media. (See *Print Images* on page 46.)

You can scan documents and save them directly to a memory card. (See *How to scan to a memory card* on page 47.)

If your machine is connected to a computer, you can access a memory card that is inserted in the front of the machine from your computer.

(See *PhotoCapture Center*™ for Windows® or *Remote Setup & PhotoCapture Center*™ for Macintosh in the *Software User's Guide*.)

Using a memory card

Your Brother machine has media drives (slots) for use with the following popular digital camera media: Memory Stick™, Memory Stick PRO™, Memory Stick Duo™, Memory Stick PRO Duo™, SD and SDHC.

The PhotoCapture Center™ feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

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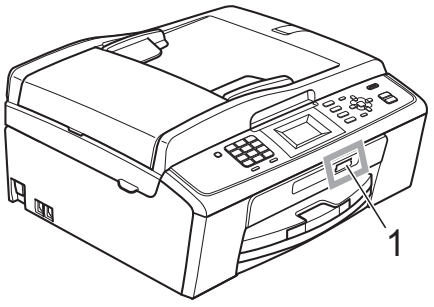
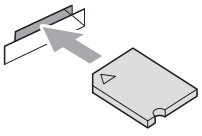
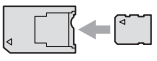
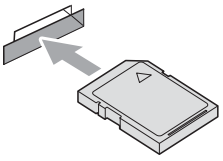
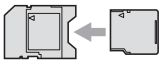
Getting started

Firmly put a memory card into the correct slot.



1 Memory card slot

Slot	Compatible memory cards	
Upper slot 		Memory Stick™ Memory Stick PRO™
		Memory Stick Duo™ Memory Stick PRO Duo™
		Memory Stick Micro™ (Adapter required)
Lower slot 		SD SDHC
		mini SD (Adapter required) micro SD (Adapter required)

IMPORTANT

DO NOT insert a Memory Stick Duo™ into the lower SD slot, this may cause damage to the machine.

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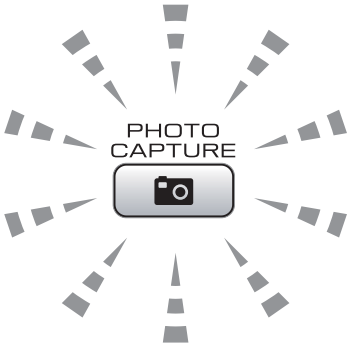
PHOTO CAPTURE key indications:



- **PHOTO CAPTURE** light is on, the memory card is correctly inserted.
- **PHOTO CAPTURE** light is off, the memory card is not correctly inserted.
- **PHOTO CAPTURE** light is blinking, the memory card is being read or written to.

IMPORTANT

DO NOT unplug the power cord or remove the memory card from the media drive (slot) while the machine is reading or writing to the memory card (the **PHOTO CAPTURE** key is blinking). **You will lose your data or damage the card.**

The machine can only read one device at a time.

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Print Images

View Photos

You can preview your photos on the LCD before you print them. If your photos are large files there may be a delay before each photo is displayed on the LCD.

1. Make sure you have put the memory card in the correct slot.
   Press (**PHOTO CAPTURE**).
2. Press ▲ or ▼ to choose `View Photo(s).`
   Press **OK**.
3. Press ◀ or ▶ to choose your photo.
4. Enter the number of copies you want using the dial pad.
5. Repeat step ❸ and step ❹ until you have chosen all the photos.

Note

Press **Clear** to go back to the previous level.

6. After you have chosen all the photos, do one of the following:
   - Press **OK** and change the print settings. (See *PhotoCapture Center™ print settings* on page 46.)
   - If you do not want to change any settings, press **Colour Start** to print.

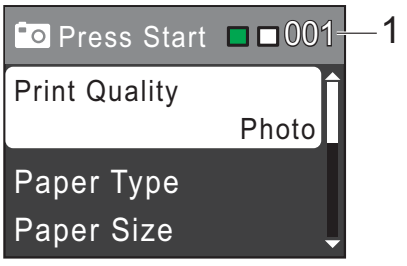
PhotoCapture Center™ print settings

You can change the print settings temporarily.

The machine returns to its default settings after 3 minutes, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* in *chapter 1* in the *Advanced User's Guide*.)

Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as a new default* in *chapter 8* in the *Advanced User's Guide*.)



1 No. of prints

(For View Photo(s)

You can see the total number of photos that will be printed.

(For Print All Photos, Print Photos)

You can see the number of copies of each photo that will be printed.

(For DPOF printing) This does not appear.

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How to scan to a memory card

You can scan monochrome and colour documents onto a memory card. Monochrome documents will be stored in PDF (*.PDF) or TIFF (*.TIF) file formats. Colour documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. The factory setting is Color 150 dpi and the default file format is PDF. The machine automatically creates file names based on the current date. (For details, see the *Quick Setup Guide*.) For example, the fifth image scanned on July 1, 2010 would be named 01071005.PDF. You can change the colour and quality.

Quality	Selectable File Format
Color 150 dpi	JPEG / PDF
Color 300 dpi	JPEG / PDF
Color 600 dpi	JPEG / PDF
B/W 200x100 dpi	TIFF / PDF
B/W 200 dpi	TIFF / PDF

1. Make sure you have put the memory card in the correct slot.

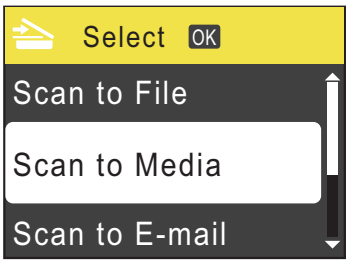
IMPORTANT

DO NOT take out the memory card while **PHOTO CAPTURE** is blinking to avoid damaging the card or data stored on it.

2. Load your document.

3. When you want to scan to a memory card, press (**SCAN**).

4. Press ▲ or ▼ to choose Scan to Media.



Press **OK**.

5. Do one of the following:

- To change the quality, press ▲ or ▼ to choose Quality.
  Press **OK**.
  Go to step 6.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.

6. Press ▲ or ▼ to choose Color 150 dpi, Color 300 dpi, Color 600 dpi, B/W 200x100 dpi or B/W 200 dpi.
   Press **OK**.

7. Do one of the following:

- To change the file type, go to step 8.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.

8. Press ▲ or ▼ to choose File Type.
   Press **OK**.
   Press ▲ or ▼ to choose JPEG, PDF or TIFF.
   Press **OK**.

Note

- If you chose a Color resolution in step 6, you cannot choose TIFF.
- If you chose a B/W resolution in step 6, you cannot choose JPEG.

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9 Do one of the following:

- To change the file name, go to step ⓾.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings.

10 The file name is set automatically; however, you can enter a name of your choice using the dial pad.
Press ▲ or ▼ to choose `File Name`.
Press **OK**.
Enter the new name. (See *Entering Text* on page 91.)
You can only change the first 6 characters.
Press **OK**.

Note

Press **Clear** to delete the current name.

11 Press **Mono Start** or **Colour Start**.

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10 How to print from a computer

Printing a document

The machine can receive data from your computer and print it. To print from a computer, install the printer driver.

(See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide* for the details about the print settings.)

1. Install the Brother printer driver on the Installation CD-ROM. (See the *Quick Setup Guide*.)
2. From your application, choose the Print command.
3. Choose the name of your machine in the **Print** dialog box and click **Properties**.
4. Choose the settings you want in the Properties dialog box.
   - **Media Type/Quality**
   - **Paper Size**
   - **Page Layout**
   - **Colour Settings**
   - **Scaling**
   - **Use Watermark**
   - **Print Date & Time**
5. Click **OK**.
6. Click **OK** to begin printing.

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11 How to scan to a computer

Scanning a document

There are several ways to scan documents. You can use the **SCAN** key on the machine or the scanner drivers on your computer.

1. To use the machine as a scanner, install a scanner driver.
   If the machine is on a Network, configure it with a TCP/IP address. (MFC-J265W and MFC-J415W only)
   - Install the scanner drivers on the Installation CD-ROM. (See the *Quick Setup Guide* and *Scanning* in the *Software User's Guide*.)
   - (MFC-J265W and MFC-J415W only) Configure the machine with a TCP/IP address if network scanning does not work. (See *Configuring Network Scanning* in the *Software User's Guide*.)
2. Load your document. (See *How to load documents* on page 20.)
   - Use the ADF to scan multiple pages of documents. It feeds each sheet automatically. (MFC-J410 and MFC-J415W only)
   - Use the scanner glass to scan a page of a book or one sheet at a time.
3. Do one of the following:
   - To scan using the **SCAN** key, go to *Scanning using the scan key*.
   - To scan using a scanner driver at your computer, go to *Scanning using a scanner driver*.

Scanning using the scan key

For more information, see *Using the Scan key* in the *Software User's Guide*.

1. Press the **SCAN** key.
2. Choose the scan mode you want.
   - Scan to File
   - Scan to Media
   - Scan to E-mail
   - Scan to OCR [1]
   - Scan to Image

   [1] MFC-J410 and MFC-J415W only (Macintosh users)
   Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.
3. (MFC-J265W and MFC-J415W only) Choose the computer you want to send the data to.
4. Press **Start** to begin scanning.

Scanning using a scanner driver

For more information, see *Scanning a document using the TWAIN driver* or *Scanning a document using the WIA driver* in the *Software User's Guide*.

1. Start a scanning application and click the **Scan** button.
2. Adjust the settings such as **Resolution**, **Brightness** and **Scan Type** in the **Scanner Setup** dialog box.
3. Click **Start** or **Scan** to begin scanning.

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A Routine maintenance

Replacing the ink cartridges

Your machine is equipped with an ink dot counter. The ink dot counter automatically monitors the level of ink in each of the 4 cartridges. When the machine detects an ink cartridge is running out of ink, the machine will tell you with a message on the LCD.

The LCD will tell you which ink cartridge is low or needs replacing. Be sure to follow the LCD prompts to replace the ink cartridges in the correct order.

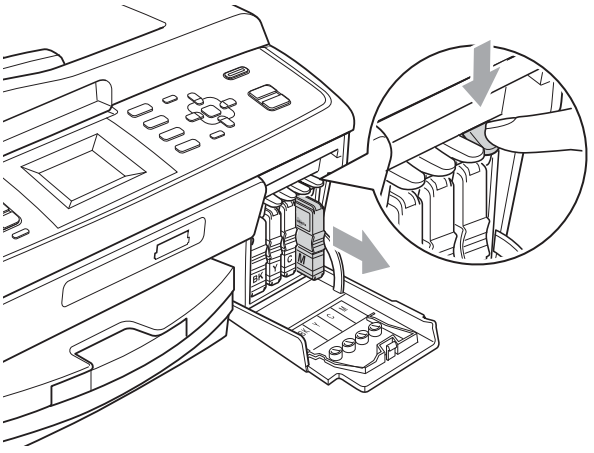
Even though the machine tells you to replace an ink cartridge, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.

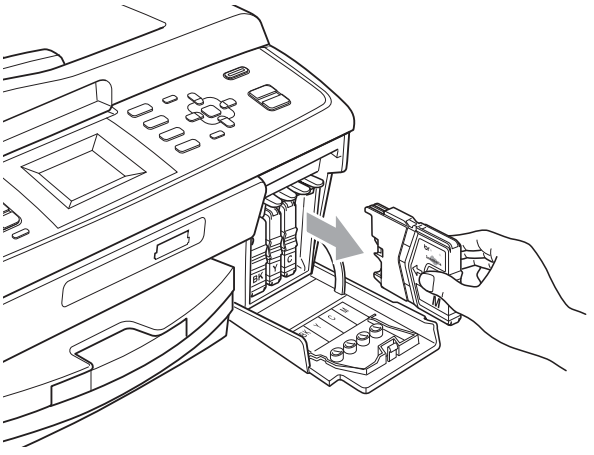
IMPORTANT

Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance and reliability when used with genuine Brother Original ink cartridges. Brother cannot guarantee this optimum performance and reliability if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother Original cartridges or the refilling of used cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of using incompatible products with this machine, any repairs required as a result may not be covered by the warranty.

1. Open the ink cartridge cover.
   If one or more of the ink cartridges have reached the end of their life, the LCD shows `B&W Print Only` or `Cannot Print`.

2. Press the lock release lever as shown to release the cartridge indicated on the LCD. Remove the cartridge from the machine.





3. Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.

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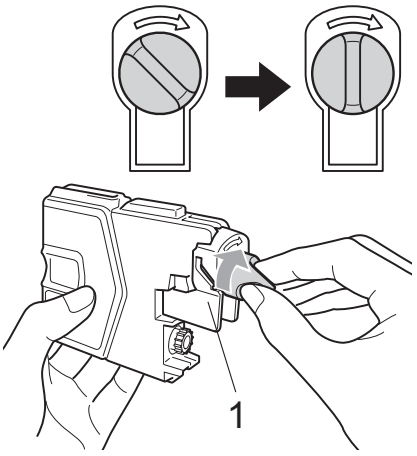
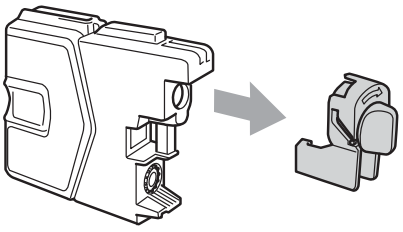
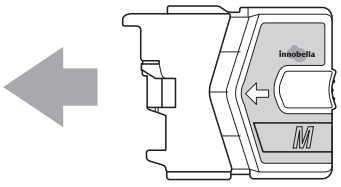
4 Turn the green knob on the protective yellow cap clockwise until it clicks to release the vacuum seal, then remove the cap (1).

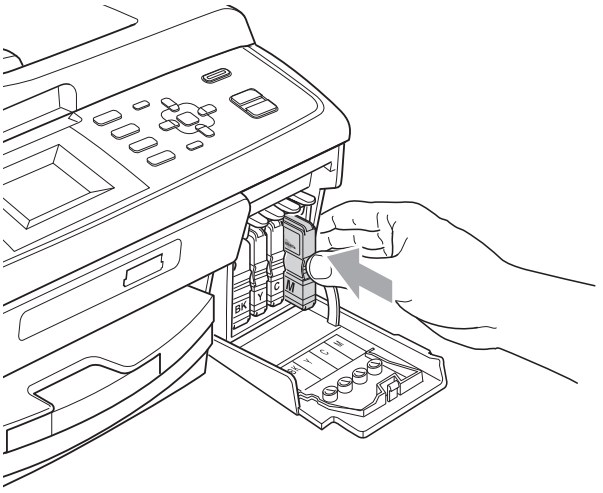




5 Each colour has its own correct position. Insert the ink cartridge in the direction of the arrow on the label.



6 Gently push the ink cartridge until it clicks, and then close the ink cartridge cover.



7 The machine will automatically reset the ink dot counter.

Note

- If you replaced an ink cartridge, for example Black, the LCD may ask you to verify that it was a brand new one (for example, `Did You Change` BK `Black`). For each new cartridge you installed, press **1** (`Yes`) to automatically reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, be sure to press **2** (`No`).
- If the LCD shows `No Ink Cartridge` or `Cannot Detect` after you install the ink cartridges, check that the ink cartridges are installed correctly.

⚠ CAUTION

If ink gets in your eyes, wash it out with water at once and call a doctor if you are concerned.

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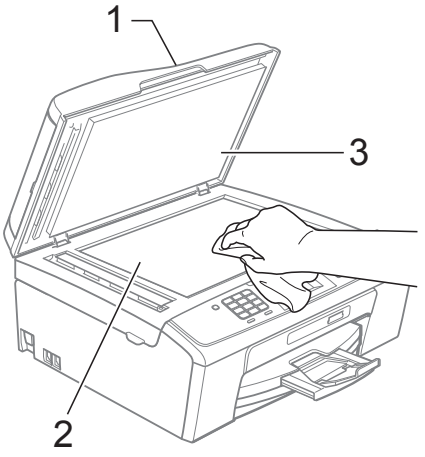
IMPORTANT

- DO NOT take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.
- DO NOT touch the cartridge insertion slots. If you do so, the ink may stain your skin.
- If ink gets on your skin or clothing immediately wash it off with soap or detergent.
- If you mix the colours by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation.
- Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.

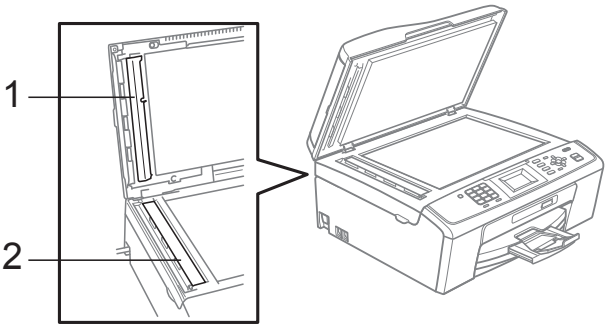
Cleaning and checking the machine

Cleaning the scanner glass

1. Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



2. (MFC-J410 and MFC-J415W only)
In the ADF unit, clean the white bar (1) and the glass strip (2) with a lint-free cloth moistened with a non-flammable glass cleaner.



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Note

In addition to cleaning the glass strip with a non-flammable glass cleaner, run your finger tip over the glass strip to see if you can feel anything on it. If you feel dirt or debris, clean the glass strip again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning attempt.

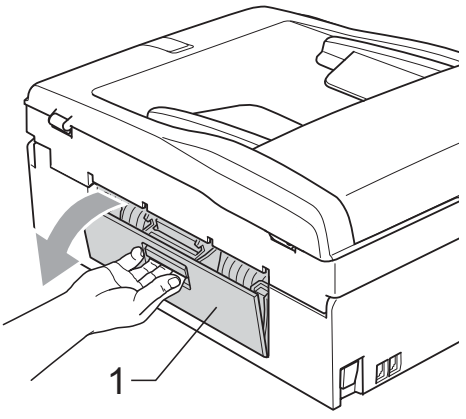
When there is a spot of dirt or correction fluid on the glass strip the printed sample shows a vertical line.

→

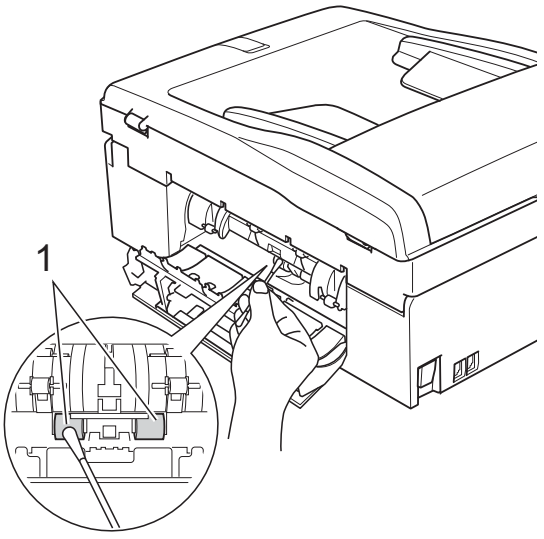
After the glass strip is cleaned the vertical line is gone.

Cleaning the paper pick-up rollers

1. Pull the paper tray completely out of the machine.
2. Unplug the machine from the electrical socket and open the Jam Clear Cover (1).



3. Clean the Paper Pick-up Rollers (1) with isopropyl alcohol on a cotton swab.



4. Close the Jam Clear Cover.
   Make sure the cover is closed correctly.
5. Put the paper tray firmly back in the machine.
6. Re-connect the power cord.

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Cleaning the print head

To maintain good print quality, the machine will automatically clean the print head when needed. You can start the cleaning process manually if there is a print quality problem.

Clean the print head and ink cartridges if you get a horizontal line in the text or graphics, or blank text on your printed pages. You can clean Black only, three colours at a time (Cyan/Yellow/Magenta), or all four colours at once.

Cleaning the print head consumes ink. Cleaning too often uses ink unnecessarily.

IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Ink Management`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Cleaning`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Black`, `Color` or `All`.
   Press **OK**.
   The machine cleans the print head.
   When cleaning is finished, the machine will go back to the standby mode automatically.

Note

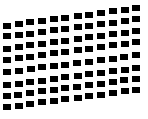
If you clean the print head at least five times and the print has not improved, try installing a new Brother Original Innobella™ ink cartridge for each problem colour. Try cleaning the print head again up to five more times. If the print has not improved call your Brother dealer.

Checking the print quality

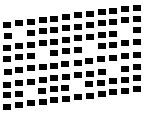
If faded or streaked colours and text appear on your output, some of the nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Ink Management`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Test Print`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Print Quality`.
   Press **OK**.
5. Press **Colour Start**.
   The machine begins printing the Print Quality Check Sheet.
6. Check the quality of the four colour blocks on the sheet.
7. The LCD asks you if the print quality is OK.
   Do one of the following:
   - If all lines are clear and visible, press **1** (`Yes`) to finish the Print Quality check and go to step ⓫.
   - If you can see missing short lines as shown below, press **2** to choose `No`.

OK



Poor



8. The LCD asks you if the print quality is OK for black and three colours.
   Press **1** (`Yes`) or **2** (`No`).

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9 The LCD asks you if you want to start cleaning.
Press **1** (Yes).
The machine starts cleaning the print head.

10 After cleaning is finished, press **Colour Start**.
The machine starts printing the Print Quality Check Sheet again. Return to step ❻.

11 Press **Stop/Exit**.
If you repeat this procedure at least five times and the print quality is still poor, replace the ink cartridge for the clogged colour.
After replacing the ink cartridge, check the print quality. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call your Brother dealer.

IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

Note

When a print head nozzle is clogged the printed sample looks like this.

After the print head nozzle is cleaned, the horizontal lines are gone.

Checking the print alignment

You may need to adjust the print alignment after transporting the machine, if your printed text becomes blurred or images become faded.

1 Press **Menu**.

2 Press ▲ or ▼ to choose Ink Management.
Press **OK**.

3 Press ▲ or ▼ to choose Test Print.
Press **OK**.

4 Press ▲ or ▼ to choose Alignment.
Press **OK**.

5 Press **Mono Start** or **Colour Start**.
The machine starts printing the Alignment Check Sheet.

6 Check the 600 dpi and 1200 dpi test prints to see if number 5 most closely matches number 0.

7 Do one of the following:

- If the number 5 samples of both the 600 dpi and 1200 dpi test prints are the best matches, press **1** (Yes) to finish the Alignment Check and go to step ❿.
- If another test print number is a better match for either 600 dpi or 1200 dpi, press **2** (No) to choose it.

8 For 600 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

9 For 1200 dpi, press the number of the test print that most closely matches the number 0 sample (1-8).

10 Press **Stop/Exit**.

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B Troubleshooting

Error and Maintenance messages

As with any sophisticated office product, errors may occur and consumable items may need to be replaced. If this happens, your machine identifies the error and shows an error message. The most common error and maintenance messages are shown below.

You can correct most errors and routine maintenance by yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com/

Error Message	Cause	Action
`B&W Print Only` `Replace Ink`	One or more of the colour ink cartridges have reached the end of their life. You can use the machine in monochrome mode for approximately four weeks depending on the number of pages you print. While this message appears on the LCD, each operation works in the following way: ■ Printing If you click **Greyscale** in the **Advanced** tab of the printer driver you can use the machine as a monochrome printer. ■ Copying If the paper type is set to `Plain Paper` or `Inkjet Paper` you can make copies in monochrome. ■ Faxing If the paper type is set to `Plain Paper` or `Inkjet Paper`, the machine will receive and print the faxes in monochrome. If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome. If the paper type is set to `Other Glossy`,`Brother BP71` or `Brother BP61` the machine will stop all print operations. *If you unplug the machine, or take out the ink cartridge, you cannot use the machine until you change to a new ink cartridge.*	Replace the ink cartridges. (See *Replacing the ink cartridges* on page 51.)

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Error Message	Cause	Action
BT Call Sign On (U.K. only)	BT Call Sign is set to ON. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to OFF. (See *BT Call Sign (U.K. only)* in *chapter 5* in the *Advanced User's Guide*.)
Cannot Detect	You installed a new ink cartridge too quickly and the machine did not detect it.	Take out the new ink cartridge and re-install it slowly until it clicks.
	If you are using non Brother Original ink the machine may not detect the ink cartridge.	Replace the cartridge with a Brother Original ink cartridge. If the error message remains, contact your Brother dealer.
	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See *Replacing the ink cartridges* on page 51.)
Cannot Print Replace Ink	One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, monochrome faxes will be stored in the memory. If a sending machine has a colour fax, the machine's "handshake" will ask that the fax be sent as monochrome.	Replace the ink cartridges. (See *Replacing the ink cartridges* on page 51.)
Comm.Error	Poor telephone line quality caused a communication error.	If the problem continues, call the telephone company and ask them to check your telephone line.
Cover is Open	The scanner cover is not completely closed.	Lift the scanner cover and then close it again.
	The ink cartridge cover is not completely closed.	Firmly close the ink cartridge cover until it clicks.
Data Remaining	Print data is left in the machine's memory.	Press **Stop/Exit**. The machine will cancel the job and clear it from the memory. Try to print again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	(See *Using the ADF (MFC-J410 and MFC-J415W only)* on page 20.) (See *Document jam (MFC-J410 and MFC-J415W only)* on page 62.)
High Temperature	The print head is too warm.	Allow the machine to cool down.

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Error Message	Cause	Action
Ink Absorber Full	Internal servicing required. This problem may be caused by the use of cartridges other than genuine Brother Original cartridges or the refilling of empty cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of using other brands of ink or ink cartridges, any repairs required as a result may not be covered by the warranty.	Call Brother Customer Service / your Brother dealer.
Ink Absorber NearFull	The ink absorber box or flushing box is near full.	Call Brother Customer Service / your Brother dealer.
Ink low	One or more of the ink cartridges are near the end of their life. If a sending machine has a colour fax to send, your machine's "handshake" will ask that the fax be sent as monochrome. If the sending machine has the ability to convert it, the colour fax will be printed at your machine as a monochrome fax.	Order a new ink cartridge. You can continue printing until the LCD shows Cannot Print. (See *Replacing the ink cartridges* on page 51.)
Low Temperature	The print head is too cold.	Allow the machine to warm up.
Media Error	The memory card is either corrupted, incorrectly formatted, or there is a problem with the memory card.	Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive (slot) of the machine by putting in another memory card that you know is working.
Media is Full.	The memory card you are using already contains 999 files.	Your machine can only save to your memory card if it contains less than 999 files. Try deleting unused files to free some space and try again.
No Caller ID	There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.	If you want to use the Caller ID feature call your telephone company. (See *Caller ID (U.K. and Ireland only)* on page 29.)
No File	The memory card in the media drive does not contain a .JPG file.	Put the correct memory card into the slot again.
No Ink Cartridge	An ink cartridge is not installed correctly.	Take out the new ink cartridge and re-install it slowly until it clicks. (See *Replacing the ink cartridges* on page 51.)

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Error Message	Cause	Action
No Paper Fed	The machine is out of paper or paper is not correctly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray, and then press **Mono Start** or **Colour Start**. ■ Remove the paper and load it again and then press **Mono Start** or **Colour Start**. (See *Loading paper and other print media* on page 9.)
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in *Printer jam or paper jam* on page 63.
	The Jam Clear Cover is not closed correctly.	Check the Jam Clear Cover is closed evenly at both ends. (See *Printer jam or paper jam* on page 63.)
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
Not Registered	You tried to access a Speed Dial number that is not programmed.	Set up the Speed Dial number. (See *Storing Speed Dial numbers* on page 39.)
Out of Memory	The machine's memory is full.	When copy operation is in progress, press **Stop/Exit** and wait until the other operations in progress finish and then try again.
	The memory card you are using does not have enough free space to scan the documents.	Delete unused files from your memory card to make some free space and then try again.
Paper Jam	Paper is jammed in the machine.	Open the Jam Clear Cover (at the back of the machine) and remove the jammed paper. (See *Printer jam or paper jam* on page 63.)
		Make sure the paper length guide is adjusted to the correct paper size. Do not extend the paper tray when you load A5 or smaller size paper.
Unable to Clean XX Unable to Init. XX Unable to Print XX Unable to Scan XX	The machine has a mechanical problem. **—OR—** A foreign object such as a paper clip or ripped paper is in the machine.	Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, see *Transferring your faxes or Fax Journal report* on page 61 before disconnecting the machine so you will not lose any important messages. Then, disconnect the machine from the power for several minutes and reconnect it.
Wrong Paper Size	Paper is not the correct size.	Check that the Paper Size setting matches the size of paper in the tray. Load the correct size of paper, and then press **Mono Start** or **Colour Start**. (See *Paper Size* on page 15.)

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Error animations display

Error animations display step-by-step instructions when paper gets jammed. You can read the steps at your own pace by pressing ▶ to see the next step and ◀ to go backward.

Transferring your faxes or Fax Journal report

If the LCD shows:

- `Unable to Clean XX`
- `Unable to Init. XX`
- `Unable to Print XX`
- `Unable to Scan XX`

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 61.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* on page 62.)

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (Station ID)* in the *Quick Setup Guide*.)

1. Press **Stop/Exit** to interrupt the error temporarily.
2. Press **Menu**.
3. Press ▲ or ▼ to choose `Service`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Data Transfer`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Fax Transfer`.
   Press **OK**.
6. Do one of the following:
   - If the LCD shows `No Data`, there are no faxes left in the machine's memory.

     Press **Stop/Exit**.
   - Enter the fax number to which faxes will be forwarded.
7. Press **Mono Start**.

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Transferring the Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (Station ID)* in the *Quick Setup Guide*.)

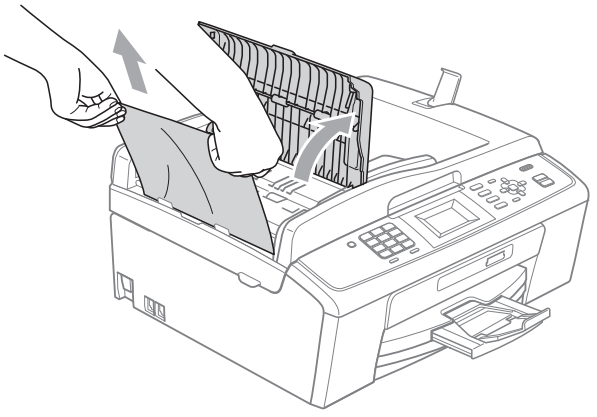
1. Press **Stop/Exit** to interrupt the error temporarily.
2. Press **Menu**.
3. Press ▲ or ▼ to choose `Service`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Data Transfer`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Report Trans.`
   Press **OK**.
6. Enter the fax number to which the Fax Journal report will be forwarded.
7. Press **Mono Start**.

Document jam (MFC-J410 and MFC-J415W only)

Documents can jam in the ADF unit if they are not inserted or fed correctly, or if they are too long. Follow the steps below to clear a document jam.

Document is jammed in the top of the ADF unit

1. Take out any paper from the ADF that is not jammed.
2. Open the ADF cover.
3. Pull the jammed document out to the left.



4. Close the ADF cover.
5. Press **Stop/Exit**.

IMPORTANT

To avoid document jams close the ADF cover correctly by pushing it gently in the middle.

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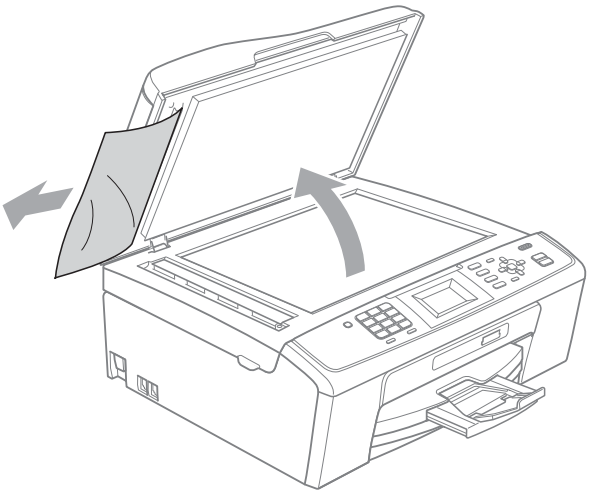
Document is jammed inside the ADF unit

1. Take out any paper from the ADF that is not jammed.
2. Lift the document cover.
3. Pull the jammed document out to the left.



4. Close the document cover.
5. Press **Stop/Exit**.

Printer jam or paper jam

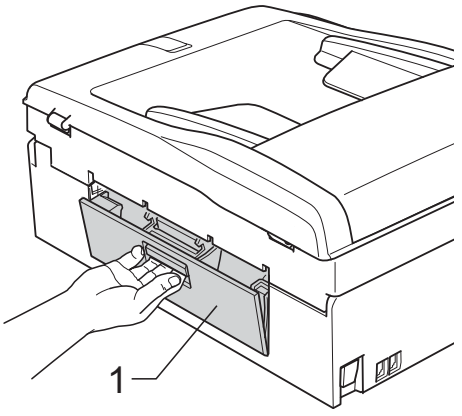
Take out the jammed paper depending on where it is jammed in the machine.

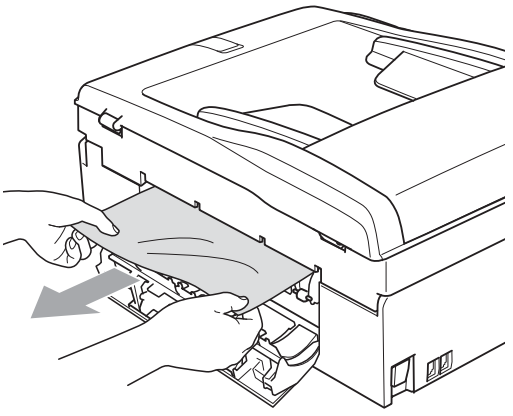
1. Unplug the machine from the electrical socket.

IMPORTANT

Before you unplug the machine from the power source, you can transfer your faxes that are stored in the memory to your PC or another fax machine so you will not lose any important messages. (See *Transferring your faxes or Fax Journal report* on page 61.)

2. Open the Jam Clear Cover (1) at the back of the machine. Pull the jammed paper out of the machine.





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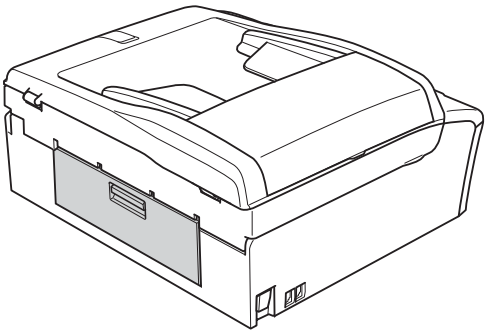
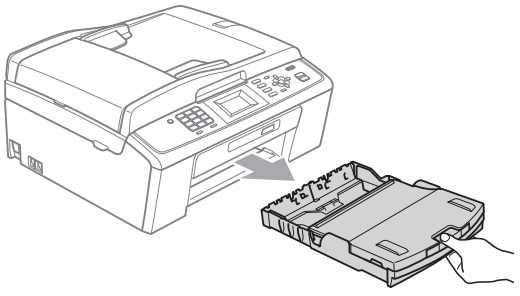
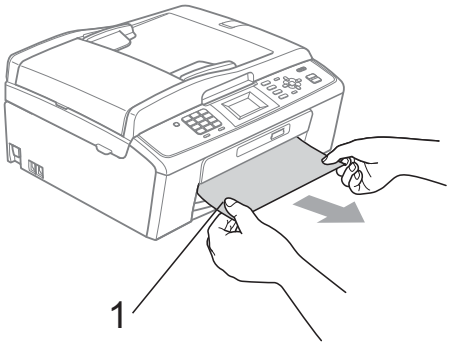
3 Close the Jam Clear Cover.
Make sure the cover is closed correctly.



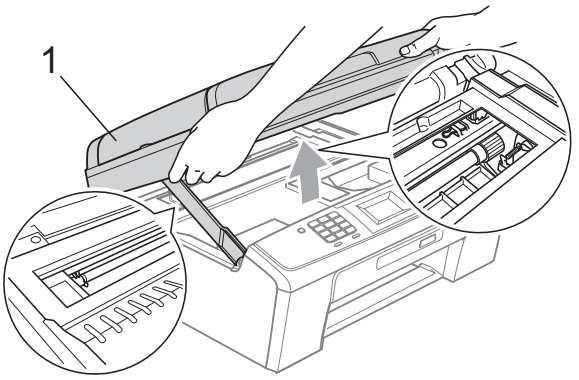
4 If the paper support flap is open, close it, and then close the paper support. Pull the paper tray completely out of the machine.



5 Pull out the jammed paper (1).



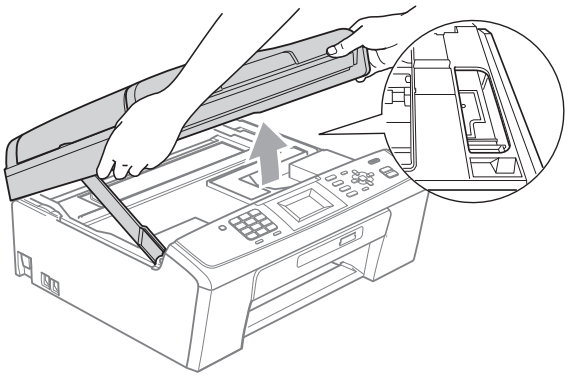
6 Using both hands, grasp the plastic tabs on both sides of the machine and lift the scanner cover (1) until it locks securely in the open position.



Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine. Check *both* ends of the print cartridge.

Note

If the print head is at the right corner as shown in the illustration, you cannot move it. Re-connect the power cord, then hold down **Stop/Exit** until the print head moves to the middle. Unplug the machine from the power source, and take out the paper.



IMPORTANT

If ink gets on your skin or clothing immediately wash it off with soap or detergent.

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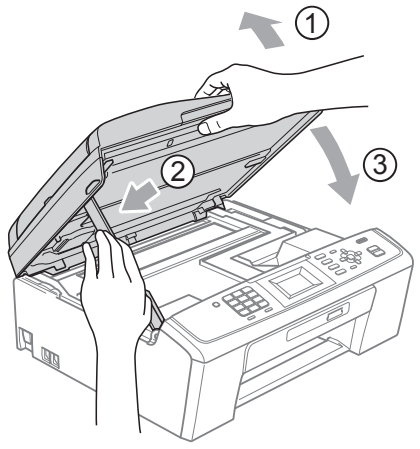
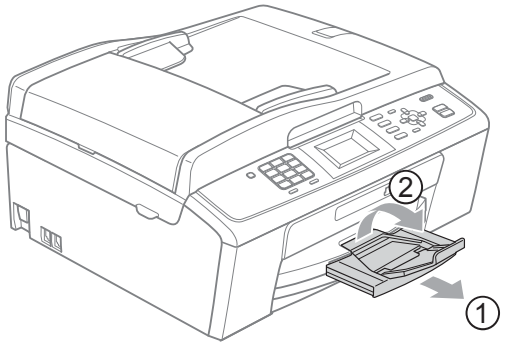
7 Lift the scanner cover to release the lock (①). Gently push the scanner cover support down (②) and close the scanner cover (③) using both hands.



8 Push the paper tray firmly back into the machine.

9 While holding the paper tray in place, pull out the paper support (①) until it clicks, and then unfold the paper support flap (②).



Make sure you pull out the paper support until it clicks.

IMPORTANT

DO NOT use the paper support flap for Legal size paper.

10 Re-connect the power cord.

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Troubleshooting

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.
Visit us at http://solutions.brother.com/

If you are having difficulty with your machine

Printing

Difficulty	Suggestions
No printout.	Check the interface cable or wireless connection on both the machine and your computer. (See the *Quick Setup Guide*.)
	Check that the machine is plugged in and that the **On/Off** key is on.
	One or more ink cartridges have reached the end of their life. (See *Replacing the ink cartridges* on page 51.)
	Check to see if the LCD is showing an error message. (See *Error and Maintenance messages* on page 57.)
	If the LCD shows `Cannot Print` and `Replace Ink`, see *Replacing the ink cartridges* on page 51.
	Check that the correct printer driver has been installed and chosen.
	Make sure that the machine is online. Click **Start** and then **Printers and Faxes**. **Brother MFC-XXXXX** (where XXXXX is your model name), and make sure that **Use Printer Offline** is unchecked.
	When you choose the **Print Odd Pages** and **Print Even Pages** settings, you may see a print error message on your computer, as the machine pauses during the printing process. The error message will disappear after the machine re-starts printing.
Poor print quality.	Check the print quality. (See *Checking the print quality* on page 55.)
	Make sure that the **Media Type** setting in the printer driver or the `Paper Type` setting in the machine's menu matches the type of paper you are using. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide* and *Paper Type* on page 15.)
	Make sure that your ink cartridges are fresh. The following may cause ink to clog: ■ The expiration date written on the cartridge package has passed. (Brother Original cartridges stay usable for up to two years if kept in their original packaging.) ■ The ink cartridge has been in your machine for over six months. ■ The ink cartridge may not have been stored correctly before use.
	Make sure you are using Brother Original Innobella™ ink. Brother does not recommend the use of cartridges other than genuine Brother Original cartridges or the refilling of used cartridges with ink from other sources.
	Try using the recommended types of paper. (See *Acceptable paper and other print media* on page 16.)
	The recommended environment for your machine is between 20 °C to 33 °C.

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Printing (continued)

Difficulty	Suggestions
White horizontal lines appear in text or graphics.	Clean the print head. (See *Cleaning the print head* on page 55.)
	Make sure you are using Brother Original Innobella™ ink.
	Try using the recommended types of paper. (See *Acceptable paper and other print media* on page 16.)
The machine prints blank pages.	Clean the print head. (See *Cleaning the print head* on page 55.)
	Make sure you are using Brother Original Innobella™ ink.
Characters and lines are stacked.	Check the printing alignment. (See *Checking the print alignment* on page 56.)
Printed text or images are skewed.	Make sure the paper is loaded correctly in the paper tray and the paper side guides are adjusted correctly. (See *Loading paper and other print media* on page 9.)
	Make sure the Jam Clear Cover is closed correctly.
Smudged stain at the top centre of the printed page.	Make sure the paper is not too thick or curled. (See *Acceptable paper and other print media* on page 16.)
Smudged stain at the right or left corner of the printed page.	Make sure the paper is not curled when you print on the back side of the paper with the **Print Odd Pages** and **Print Even Pages** settings.
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See *Acceptable paper and other print media* on page 16.) Don't handle the paper until the ink is dry.
	Make sure you are using Brother Original Innobella™ ink.
	If you are using photo paper, make sure that you have set the correct paper type. If you are printing a photo from your PC, set the **Media Type** in the **Basic** tab of the printer driver.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See *Cleaning the machine's printer platen* in *appendix A* in the *Advanced User's Guide*.)
	Make sure you are using Brother Original Innobella™ ink.
	Make sure you are using the paper support flap. (See *Loading paper and other print media* on page 9.)
The machine prints dense lines on the page.	Check **Reverse Order** in the **Basic** tab of the printer driver.
The printouts are wrinkled.	In the printer driver **Advanced** tab, click **Colour Settings**, and uncheck **Bi-Directional Printing** for Windows® or **Bi-Directional Printing** for Macintosh.
	Make sure you are using Brother Original Innobella™ ink.
Cannot perform "Page Layout" printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver **Advanced** tab. Also, click **Colour Settings**, and make sure you uncheck **Colour Enhancement**.
	Turn the borderless feature off. Borderless printing is slower than normal printing. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide*.)
Colour Enhancement is not working correctly.	If the image data is not full colour in your application (such as 256 colour), Colour Enhancement will not work. Use at least 24 bit colour data with the Colour Enhancement feature.

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Printing (continued)

Difficulty	Suggestions
Photo paper does not feed correctly.	When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
	Clean the paper pick-up rollers. (See *Cleaning the paper pick-up rollers* on page 54.)
Machine feeds multiple pages.	Make sure the paper is loaded correctly in the paper tray. (See *Loading paper and other print media* on page 9.)
	Check that more than two types of paper are not loaded in the paper tray at any one time.
There is a paper jam.	Make sure the paper length guide is set to the correct paper size. Do not extend the paper tray when you load A5 or smaller size paper. (See *Printer jam or paper jam* on page 63.)
Printed pages are not stacked neatly.	Make sure you are using the paper support flap. (See *Loading paper and other print media* on page 9.)
Machine does not print from Adobe® Illustrator®.	Try to reduce the print resolution. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide*.)

Printing Received Faxes

Difficulty	Suggestions
Condensed print and white streaks across the page or the top and bottom of sentences are cut off.	You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Vertical black lines when receiving.	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Received colour fax prints only in black and white.	Replace the colour ink cartridges that have reached the end of their life, and then ask the other person to send the colour fax again. (See *Replacing the ink cartridges* on page 51.)
Left and Right margins are cut off or a single page is printed on two pages.	Turn on Auto Reduction. (See *Printing a reduced incoming fax* in *chapter 4* in the *Advanced User's Guide*.)

Telephone Line or Connections

Difficulty	Suggestions
Dialling does not work. (No dial tone)	Make sure the machine is plugged in and turned on.
	Check the line cord connections.
	Change the Tone/Pulse setting. (See *Tone or Pulse* on page 29.)
	Lift the external telephone's handset and listen for a dial tone. If there is no dial tone, ask your telephone company to check the line and/or socket.
The machine does not answer when called.	Make sure the machine is in the correct Receive Mode for your setup. (See *Choose the Receive Mode* on page 25.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If there is no ringing when you call your machine, ask your telephone company to check the line.

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Receiving Faxes

Difficulty	Suggestions
Cannot receive a fax.	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See *Setting the Telephone Line Type* on page 30.)

Sending Faxes

Difficulty	Suggestions
Cannot send a fax.	Check all line cord connections.
	Make sure that the **FAX** key is illuminated.
	Ask the other party to check that the receiving machine has paper.
	Print the Transmission Verification Report and check for an error. (See *Reports* in *chapter 6* in the *Advanced User's Guide*.)
Transmission Verification Report says "RESULT:ERROR".	There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get "RESULT:ERROR" on the Transmission Verification Report, your machine may be out of memory. If the problem continues, ask the telephone company to check your telephone line.
	If you often get transmission errors due to possible interference on the telephone line, try changing the menu setting of Compatibility to Basic(for VoIP). (See *Telephone line interference / VoIP* on page 73.)
	If you connect your machine to PBX or ISDN, set the menu setting of Telephone Line Type to your telephone type. (See *Setting the Telephone Line Type* on page 30.)
Poor fax send quality.	Try changing your resolution to Fine or S.Fine. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See *Cleaning the scanner glass* on page 53.)
Vertical black lines when sending. (MFC-J410 and MFC-J415W only)	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See *Cleaning the scanner glass* on page 53.)

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Handling Incoming Calls

Difficulty	Suggestions
The machine “Hears” a voice as a CNG Tone.	If Fax Detect is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing **Stop/Exit**. Try avoiding this problem by turning Fax Detect to Off. (See *Fax Detect* on page 28.)
Sending a fax call to the machine.	If you answered on an extension telephone, press your Remote Activation Code (the factory setting is ✳ **5 1**). If you answered on an external telephone, press **Start** to receive the fax. When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes. **For example:** If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (Error Correction Mode) feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate telephone line with no custom features is recommended.

Copying Difficulties

Difficulty	Suggestions
Cannot make a copy.	Make sure that the **COPY** key is illuminated.
Poor copy results when using the ADF. (MFC-J410 and MFC-J415W only)	Try using the scanner glass. (See *Using the scanner glass* on page 20.)
Vertical black lines or streaks appear in copies. (MFC-J410 and MFC-J415W only)	Vertical black lines or streaks on copies are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See *Cleaning the scanner glass* on page 53.)
Fit to Page does not work correctly.	Make sure your source document is not skewed. Reposition the document and try again.

Scanning Difficulties

Difficulty	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	Make sure the Brother TWAIN or WIA driver is chosen as the primary source in your scanning application. For example, in PaperPort™11SE with OCR (MFC-J410 and MFC-J415W only), click **File**, **Scan or Get Photo** and click **Select** to choose the Brother TWAIN or WIA driver.
TWAIN or ICA errors appear when starting to scan. (Macintosh)	Make sure the Brother TWAIN driver is chosen as the primary source. In PageManager, click **File**, **Select Source**, **TWAIN** and choose the Brother TWAIN driver. Mac OS X 10.6.x users can also scan documents using the ICA Scanner Driver. See *Scanning a document using the ICA driver (Mac OS X 10.6.x)* in the *Software User's Guide*.
Poor scanning results when using the ADF. (MFC-J410 and MFC-J415W only)	Try using the scanner glass. (See *Using the scanner glass* on page 20.)

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Scanning Difficulties (continued)

Difficulty	Suggestions
OCR does not work. (MFC-J410 and MFC-J415W only)	Try increasing the scanner resolution. (Macintosh users) Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

Software Difficulties

Difficulty	Suggestions
Cannot install software or print.	(Windows® users only) Run the **Repair MFL-Pro Suite** program on the Installation CD-ROM. This program will repair and reinstall the software.
“Device Busy”	Make sure the machine is not showing an error message on the LCD.
Cannot print images from FaceFilter Studio.	To use FaceFilter Studio, you must install the FaceFilter Studio application from the Installation CD-ROM supplied with your machine. To install FaceFilter Studio see the *Quick Setup Guide*. Also, before you start FaceFilter Studio for the first time, you must make sure your Brother machine is turned On and connected to your computer. This will allow you to access all the functions of FaceFilter Studio.

PhotoCapture Center™ Difficulties

Difficulty	Suggestions
Removable Disk does not work correctly.	1 Have you installed the Windows® 2000 update? If not, do the following: 1) Unplug the USB cable. 2) Install the Windows® 2000 update using one of the following methods. ■ Install MFL-Pro Suite from the Installation CD-ROM. (See the *Quick Setup Guide*.) ■ Download the latest service pack from the Microsoft Web site. 3) Wait about 1 minute after you restart the PC, and then connect the USB cable. 2 Take out the memory card and put it back in again. 3 If you have tried “Eject” from within Windows®, take out the memory card before you continue. 4 If an error message appears when you try to eject the memory card, it means the card is being accessed. Wait a while and then try again. 5 If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)
Cannot access Removable Disk from Desktop icon.	Make sure that you have correctly inserted the memory card.
Part of my photo is missing when printed.	Make sure that Borderless printing and Cropping are turned off. (See *Borderless printing* and *Cropping* in *chapter 8* in the *Advanced User’s Guide*.)

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Network Difficulties (MFC-J265W and MFC-J415W only)

Difficulty	Suggestions
Cannot print over the network.	Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see *Reports* in *chapter 6* in the *Advanced User's Guide*) and check the current Network settings printed in this list. (If you are having Network problems, see *Network User's Guide* for more information.)
The network scanning feature does not work.	(Windows® users) It is necessary to configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below: In Name: Enter any description, for example Brother NetScan. In Port number: Enter 54925. In Protocol: UDP is selected. Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. (Macintosh users) Re-select your machine in the **Device Selector** application located in **Macintosh HD**/**Library**/**Printers**/**Brother**/**Utilities**/**DeviceSelector** or from the model list in ControlCenter2.
The Brother software cannot be installed.	(Windows® users) Allow network access to the following programs if your security software displays an alert message during MFL-Pro Suite installation. BrC3Rgin.exe BrnIPMon Brother Status Monitor (Network) ControlCenter Program Generic Host Process f... Setup.exe Spooler SubSystem App wdsw MFC Application (Macintosh users) Re-select your machine in the **Device Selector** application located in **Macintosh HD**/**Library**/**Printers**/**Brother**/**Utilities**/**DeviceSelector** or from the model list in ControlCenter2.
Cannot connect to wireless network.	Investigate the problem using `WLAN Report`. Press **Menu** key, choose `Print Reports` and then press **OK**. Choose `WLAN Report`. For details, see the *Network User's Guide*.
Reset the network settings.	Press **Menu** key, choose `Network` and then press **OK**. Choose `Network Reset`. For details, see the *Network User's Guide*.

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Dial Tone detection

When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number. By changing the Dial Tone setting to `Detection` you can make your machine dial as soon as it detects a dial tone. This setting can save a small amount of time when sending a fax to many different numbers. If you change the setting and start having problems with dialling you should change back to the factory `No Detection` setting.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Dial Tone`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Detection` or `No Detection`.
   Press **OK**.
5. Press **Stop/Exit**.

Telephone line interference / VoIP

If you are having problems sending or receiving a fax due to possible interference on the telephone line, you can change the compatibility setting, which reduces the modem speed to minimise errors.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Compatibility`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Normal` or `Basic(for VoIP)`.
   - `Basic(for VoIP)` cuts the modem speed to 9,600 bps and turns off ECM except for colour fax sending. Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.

     To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to `Basic(for VoIP)`.
   - `Normal` sets the modem speed at 14,400 bps.

   Press **OK**.
5. Press **Stop/Exit**.

Note

VoIP (Voice over IP) is a type of phone system that uses an internet connection, rather than a traditional phone line.

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Machine Information

Checking the serial number

You can see the machine's serial number on the LCD.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Machine Info.`
   Press **OK**.
3. Press ▲ or ▼ to choose `Serial No.`
   Press **OK**.
4. Press **Stop/Exit**.

Reset functions

The following reset functions are available:

1 `Network` (MFC-J265W and MFC-J415W only)

You can reset the print server back to its default factory settings such as the password and IP address information.

2 `Speed Dial&Fax`

Speed Dial & Fax resets the following settings:

- Speed Dial

  (Speed-Dial and Setup Groups)
- Station ID

  (Name and Number)
- Report settings

  (Transmission Verification Report, Quick Dial List and Fax Journal)
- History

  (Caller ID history and Outgoing Call)
- Faxes in memory

3 `All Settings`

You can reset all the machine settings back to the settings that were set at the factory.

Brother strongly recommends you use this operation when you dispose of the machine.

How to reset the machine

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Reset`.
   Press **OK**.
4. Press ▲ or ▼ to choose the type of reset you want to use.
   Press **OK**.
   Press **1** to confirm.
5. Press **1** to reboot the machine.

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C Menu and features

On-screen programming

Your machine is designed to be easy to operate with LCD on-screen programming using the menu keys. User-friendly programming helps you take full advantage of all the menu selections your machine has to offer.

Since your programming is done on the LCD, we have created step-by-step on-screen instructions to help you program your machine. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

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Menu table

The menu table will help you understand the menu selections and options that are found in the machine's programs. The factory settings are shown in Bold with an asterisk.

Menu (Menu)

Level1	Level2	Level3	Options	Descriptions	Page
Ink Management	**Test Print**	—	Print Quality Alignment	Lets you check the print quality or alignment.	55
	Cleaning	—	Black Color All	Lets you clean the print head.	55
	Ink Volume	—	—	Lets you check the available ink volume.	See [1].
General Setup	**Mode Timer**	—	Off 0Sec 30Secs 1Min **2Mins*** 5Mins	Sets the time to return to Fax mode.	
	Paper Type	—	**Plain Paper*** Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency	Sets the type of paper in the paper tray.	15
	Paper Size	—	**A4*** A5 10x15cm Letter Legal	Sets the size of the paper in the paper tray.	15

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Level1	Level2	Level3	Options	Descriptions	Page
General Setup (Continued)	**Volume**	**Ring**	Off Low **Med*** High	Adjusts the ring volume.	7
		Beeper	Off **Low*** Med High	Adjusts the volume level of the beeper.	7
		Speaker	Off Low **Med*** High	Adjusts the volume level of the speaker.	8
	Auto Daylight	—	**On*** Off	Changes for Daylight Savings Time automatically.	See [1].
	LCD Settings	**LCD Contrast**	– □□□□□ + – □□□■□ + **– □□■□□ +*** – □■□□□ + – ■□□□□ +	Adjusts the contrast of the LCD.	
		Backlight	**Light*** Med Dark	You can adjust the brightness of the LCD backlight.	8
		Dim Timer	Off 10Secs 20Secs **30Secs***	You can set how long the LCD backlight stays on for after the last key press.	See [1].
	Sleep Mode	—	1Min 2Mins 3Mins **5Mins*** 10Mins 30Mins 60Mins	You can choose how long the machine will remain idle before it goes into sleep mode.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Level1	Level2	Level3	Options	Descriptions	Page
Fax	**Setup Receive**	**Ring Delay**	0 1 **2*** 3 4 5 6 7 8 (Example for the U.K.)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	27
		F/T Ring Time	20Secs **30Secs*** 40Secs 70Secs	Sets the fast double-ring time in Fax/Tel mode.	27
		Fax Detect	**On*** Off	Receives fax messages automatically when you answer a call and hear fax tone.	28
		Remote Codes	**On*** (*51, #51) Off	Allows you to answer all calls at an extension or external telephone and use codes to turn the machine on or off. You can personalize these codes.	35
		Auto Reduction	**On*** Off	Cuts the size of incoming faxes to fit the paper size.	See [1].
	Report Setting	**XMIT Report**	On On+Image **Off*** Off+Image	Initial setup for Transmission Verification Report and Fax Journal Report.	24
		Journal Period	Off **Every 50 Faxes*** Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days		See [1].

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Level1	Level2	Level3	Options	Descriptions	Page
Fax (Continued)	**Remaining Jobs**	—	—	Check which jobs are in the memory and lets you cancel chosen jobs.	See [1].
	Miscellaneous	**TX Lock**	—	Prohibits most functions except receiving faxes.	
		BT Call Sign (U.K. Only)	**Off*** On	Uses with BT Call Sign.	
		Caller ID (U.K. and Ireland only)	**On*** Off	View or print a list of the last 30 Caller IDs stored in the memory.	29

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Network menu
(MFC-J265W and MFC-J415W only)

Level1	Level2	Level3	Options	Descriptions
Network	**TCP/IP**	**BOOT Method**	**Auto***	Chooses the BOOT method that best suits your needs.
			Static	
			RARP	
			BOOTP	
			DHCP	
		IP Address	[000-255].	Enter the IP address.
			[000-255].	
			[000-255].	
			[000-255]	
		Subnet Mask	[000-255].	Enter the Subnet mask.
			[000-255].	
			[000-255].	
			[000-255]	
		Gateway	[000-255].	Enter the Gateway address.
			[000-255].	
			[000-255].	
			[000-255]	
		Node Name	BRWXXXXXXXXXXX	Enter the Node name.
		WINS Config	**Auto***	Chooses the WINS configuration mode.
			Static	
		WINS Server	(Primary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			(Secondary) 000.000.000.000	
		DNS Server	(Primary) 000.000.000.000	Specifies the IP address of the primary or secondary server.
			(Secondary) 000.000.000.000	
		APIPA	**On***	Automatically allocates the IP address from the link-local address range.
			Off	
	Setup Wizard	—	—	You can manually configure your print server for a wireless network.
	WPS/AOSS	—	—	You can easily configure your wireless network settings using the one-button push method.
	See *Network User's Guide*.			
	The factory settings are shown in Bold with an asterisk.			

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Level1	Level2	Level3	Options	Descriptions
Network (Continued)	**WPS w/PIN Code**	—	—	You can easily configure your wireless network settings using WPS with a PIN code.
	WLAN Status	**Status**	—	You can see the current wireless network status.
		Signal	—	You can see the current wireless network signal strength.
		SSID	—	You can see the current SSID.
		Comm. Mode	—	You can see the current Communication Mode.
	MAC Address	—	—	You can see your machine's MAC address from the control panel.
	WLAN Enable	—	On **Off***	Lets you use the wireless network connection.
	Network Reset	—	—	—
	See *Network User's Guide*.			
	The factory settings are shown in Bold with an asterisk.			

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Menu (Menu) (continued)

Level1	Level2	Level3	Options	Descriptions	Page
Print Reports	**XMIT Verify**	—	—	Prints these lists and reports.	24
	Help List	—	—		See [1].
	Quick Dial	—	Alphabetical Order Numerical Order		
	Fax Journal	—	—		
	User Settings	—	—		
	Network Config (MFC-J265W and MFC-J415W only)	—	—		
	WLAN Report (MFC-J265W and MFC-J415W only)	—	—		
	Caller ID hist.	—	—		
Machine Info.	**Serial No.**	—	—	Lets you check the serial number of your machine.	74
Initial Setup	**Receive Mode**	—	**Fax Only*** Fax/Tel External TAD Manual	Choose the receive mode that best suits your needs.	25
	Date&Time	—	—	Puts the date and time on the LCD and in headings of faxes you send.	See [2].
	Station ID	—	Fax: Name:	Set your name and fax number to appear on each page you fax.	
	Tone/Pulse	—	**Tone*** Pulse	Choose the dialling mode.	29
	Dial Tone	—	Detection **No Detection***	Turns Dial Tone Detection on or off.	73
	Phone Line Set	—	**Normal*** PBX ISDN	Choose the telephone line type.	30
	Compatibility	—	**Normal*** Basic(for VoIP)	Adjusts the modem speed to help resolve transmission problems.	73

[1] See *Advanced User's Guide*.

[2] See *Quick Setup Guide*.

The factory settings are shown in Bold with an asterisk.

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Level1	Level2	Level3	Options	Descriptions	Page
Initial Setup (Continued)	**Reset**	**Network** (MFC-J265W and MFC-J415W only)	—	Resets the print server back to its factory default settings, such as the password and IP address information.	74
		Speed Dial&Fax	—	Deletes all stored Speed Dial numbers and faxes, restores the Station ID, Quick Dial List, Transmission Verification Report and Fax Journal back to the factory default settings.	
		All Settings	—	Resets all the machine's settings back to the settings that were set at the factory.	
	[1] See *Advanced User's Guide*. [2] See *Quick Setup Guide*.				
	The factory settings are shown in Bold with an asterisk.				

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FAX ( )

Level1	Level2	Level3	Options	Descriptions	Page
Fax Resolution	—	—	**Standard*** Fine S.Fine Photo	Sets the resolution for outgoing faxes.	See [1].
Contrast	—	—	**Auto*** Light Dark	Changes the lightness or darkness of faxes you send.	
Speed Dial	**Search**	—	Alphabetical Order Numerical Order	You can dial by pressing only a few keys (and **Start**).	36
	Set Speed Dial	—	—	Stores Speed Dial numbers, so you can dial by pressing only a few keys (and **Start**).	39
	Setup Groups	—	—	You can set up Group numbers for Broadcasting.	See [1].
Outgoing Call	**Send a fax** **Add to Speed Dial** **Delete**	—	—	You can choose a number from the Outgoing Call history and then make a telephone call to it, send a fax to it, add it to Speed Dial, or delete it.	37
Caller ID hist. (U.K. and Ireland only)	**Send a fax** **Add to Speed Dial** **Delete**	—	—	You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, or delete it.	38
Broadcasting	**Add Number** **Speed Dial** **Complete**	—	—	You can send the same fax message to more than one fax number.	See [1].
Real Time TX	—	—	On **Off***	You can send a fax without using the memory.	
Overseas Mode	—	—	On **Off***	If you are having difficulty sending faxes overseas, set this to On.	
Glass ScanSize	—	—	Letter **A4***	Adjust the scan area of the scanner glass to the size of the document.	23
Set New Default	—	—	—	You can save your fax settings.	See [1].
Factory Reset	—	—	—	You can restore all settings to the factory settings.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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SCAN ( )

Level1	Option1	Option2	Option3	Descriptions	Page
Scan to File	—	—	—	You can scan a monochrome or a colour document into your computer.	See [1].
Scan to Media (when a memory card is inserted)	**Quality**	—	**Color 150 dpi*** Color 300 dpi Color 600 dpi B/W 200x100 dpi B/W 200 dpi	You can choose the scan resolution, file format, and enter a file name for your document.	47
	File Type	—	(If you chose colour option in Quality setting) **PDF*** JPEG		
			(If you chose Mono option in Quality setting) TIFF **PDF***		
	File Name	—	—		
	Set New Default	—	—	You can save your scan settings.	See [2].
	Factory Reset	—	—	You can restore all settings to the factory settings.	
Scan to E-mail	—	—	—	You can scan a monochrome or a colour document into your E-mail application.	See [1].
Scan to OCR [3] (MFC-J410 and MFC-J415W only)	—	—	—	You can have your text document converted to an editable text file.	
Scan to Image	—	—	—	You can scan a colour picture into your graphics application.	

1 See *Software User's Guide*.

2 See *Advanced User's Guide*.

3 (Macintosh users)
Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 3 for further instructions.

The factory settings are shown in Bold with an asterisk.

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COPY ( )

Level1	Level2	Level3	Options	Descriptions	Page
Quality	—	—	Fast **Normal*** Best	Choose the Copy resolution for the next copy.	See [1].
Enlarge/Reduce	**100%***	—	—	—	
	Enlarge	—	198% 10x15cm→A4 186% 10x15cm→LTR 142% A5→A4	You can choose the enlargement ratio for the next copy.	
	Reduce (MFC-J220 and MFC-J265W only)	—	97% LTR→A4 93% A4→LTR 83% 69% A4→A5 47% A4→10x15cm	You can choose the reduction ratio for the next copy.	
	Reduce (MFC-J410 and MFC-J415W only)	—	97% LTR→A4 93% A4→LTR 83% LGL→A4 69% A4→A5 47% A4→10x15cm	You can choose the reduction ratio for the next copy.	
	Fit to Page	—	—	Your machine will adjust the size automatically to the paper size you set.	
	Custom(25-400%)	—	—	You can choose the enlargement or reduction ratio for your type of document.	
Paper Type	—	—	**Plain Paper*** Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency	Choose the paper type that matches the paper in the tray.	42
Paper Size	—	—	**A4*** A5 10x15cm Letter Legal	Choose the paper size that matches the paper in the tray.	42

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Level1	Level2	Level3	Options	Descriptions	Page
Density	—	—	Dark +2 ☐ ☐ ☐ ☐ ■ +1 ☐ ☐ ☐ ■ ☐ 0 ☐ ☐ ■ ☐ ☐ * −1 ☐ ■ ☐ ☐ ☐ −2 ☐ ☐ ☐ ☐ ☐ Light	Adjusts the density of copies.	See [1].
Stack/Sort (MFC-J410 and MFC-J415W only)	—	—	**Stack*** Sort	You can choose to stack or sort multiple copies.	
Page Layout	—	—	**Off(1in1)*** 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L) Poster (3x3)	You can make N in 1 or Poster copies.	
Set New Default	—	—	—	You can save your copy settings.	
Factory Reset	—	—	—	You can restore all settings to the factory settings.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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PHOTO CAPTURE ( )

Level1	Level2	Level3	Options	Descriptions	Page
View Photo(s)	—	—	See the print settings in the following table.	You can preview your photos on the LCD.	46
Print Index	**6 IMGs/Line***	**Paper Type**	**Plain Paper***	You can print a thumbnail page.	See [1].
	5 IMGs/Line		Inkjet Paper		
			Brother BP71		
			Brother BP61		
			Other Glossy		
		Paper Size	**A4***		
			Letter		
Print Photos	—	—	See the print settings in the following table.	You can print an individual image.	
Print All Photos	—	—		You can print all photos in your memory card.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

Print Settings

Option1	Option2	Option3	Option4	Descriptions	Page
Print Quality (Not available for DPOF printing.)	Normal	—	—	Choose the print quality.	See [1].
	Photo*				
Paper Type	Plain Paper	—	—	Choose the paper type.	
	Inkjet Paper				
	Brother BP71				
	Brother BP61				
	Other Glossy*				
Paper Size	Letter	(When A4 or Letter is chosen)	—	Choose the paper and print size.	
	10x15cm*	8 x 10cm			
	13x18cm	9 x 13cm			
	A4	10 x 15cm			
		13 x 18cm			
		15 x 20cm			
		Max. Size*			

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Option1	Option2	Option3	Option4	Descriptions	Page
Brightness	Light +2 □ □ □ □ □ +1 □ □ □ ■ □ 0 □ □ ■ □ □ * −1 □ ■ □ □ □ −2 ■ □ □ □ □ Dark	—	—	Adjusts the brightness.	See [1].
Contrast	+2 □ □ □ □ □ +1 □ □ □ ■ □ 0 □ □ ■ □ □ * −1 □ ■ □ □ □ −2 ■ □ □ □ □	—	—	Adjusts the contrast.	
Cropping	**On*** Off	—	—	Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping.	
Borderless	**On*** Off	—	—	Expands the printable area to fit the edges of the paper.	
Date Print (Not available for DPOF printing.)	On **Off***	—	—	Prints the date on your photo.	
Set New Default	—	—	—	You can save your print settings.	
Factory Reset	—	—	—	You can restore all the settings to factory settings.	

[1] See *Advanced User's Guide*.

The factory settings are shown in Bold with an asterisk.

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Speed Dial ( )

Level1	Level2	Level3	Options	Descriptions	Page
Search	—	—	Alphabetical Order Numerical Order	You can search for names you have stored in the Speed Dial memory.	36
Set Speed Dial	—	—	—	Stores Speed Dial numbers, so you can dial by pressing only a few keys (and **Start**).	39
Setup Groups	—	—	—	Sets up Group numbers for Broadcasting.	See [1].
	[1] See *Advanced User's Guide*.				
	The factory settings are shown in Bold with an asterisk.				

Redial/Pause (Redial / Pause)

Level1	Level2	Level3	Options	Descriptions	Page
Outgoing Call history	**Send a fax** **Add to Speed Dial** **Delete**	—	—	You can choose a number from the Outgoing Call history and then make a telephone call to it, send a fax to it, add it to Speed Dial, or delete it.	37
Caller ID hist. (U.K. and Ireland only)	**Send a fax** **Add to Speed Dial** **Delete**	—	—	You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, or delete it.	38
	The factory settings are shown in Bold with an asterisk.				

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Entering Text

When you are setting certain menu selections, such as the Station ID, you may need to enter text into the machine. Most dial pad keys have three or four letters printed on keys. The keys for **0**, **#** and ✳ do not have printed letters because they are used for special characters.

Press the appropriate dial pad key the number of times shown in this reference table to access the character you want.

Press Key	one time	two times	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	S	7
8	T	U	V	8	T
9	W	X	Y	Z	9

Inserting spaces

To enter a space in a fax number, press ▶ once between numbers. To enter a space in a name, press ▶ twice between characters.

Making corrections

If you entered an incorrect letter and want to change it, press ◀ to move the cursor under the incorrect character. Then press **Clear**. Re-enter the correct character. You can also back up and insert letters.

Repeating letters

If you need to enter a letter that is on the same key as the letter before, press ▶ to move the cursor to the right before you press the key again.

Special characters and symbols

Press ✳, **#** or **0**, repeatedly until you see the special character or symbol you want.

Press ✳	for	(space) ! " # $ % & ' ( ) ✳ + , - . / €
Press **#**	for	: ; < = > ? @ [ ] ^ _
Press **0**	for	Ä Ë Ö Ü À Ç È É 0

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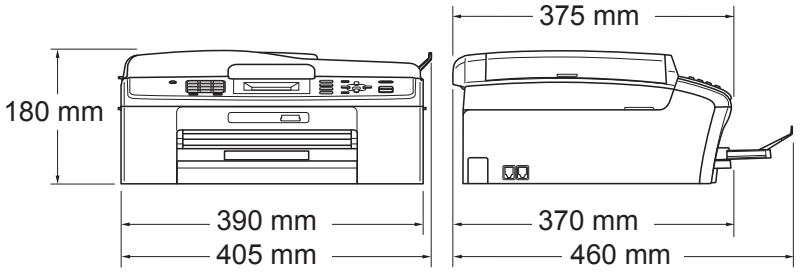
D Specifications

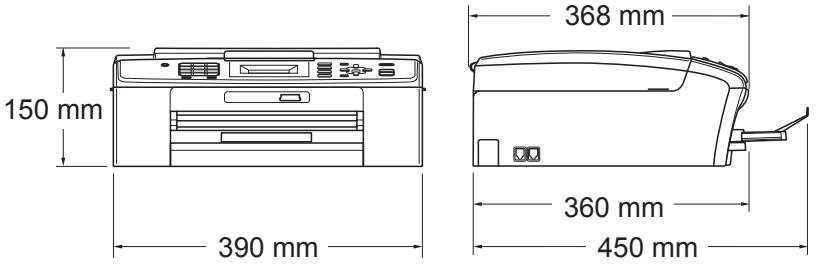
General

Printer Type	Inkjet	
Print Method	Mono:	Piezo with 94 × 1 nozzle
	Colour:	Piezo with 94 × 3 nozzles
Memory Capacity	32 MB	
LCD (Liquid Crystal Display)	1.9 in. (48.98 mm) STN Colour LCD	
Power Source	AC 220 to 240V 50/60Hz	
Power Consumption [1]	Copying Mode:	Approx. 19.5 W [2]
	Standby Mode:	Approx. 4 W (MFC-J265W)
		Approx. 4.5 W (MFC-J220, MFC-J410 and MFC-J415W)
	Sleep Mode:	Approx. 2.5 W
	Off:	Approx. 0.65 W

Dimensions
(MFC-J410 and MFC-J415W)



(MFC-J220 and MFC-J265W)



Weight	(MFC-J220)	6.8 kg
	(MFC-J265W)	6.9 kg
	(MFC-J410 and MFC-J415W)	7.8 kg
Noise	Operating:	L_{PAm} = 50 dB or less [3]

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Noise per ISO9296	Operating:	LWAd = 62.3 dB(A) (Mono) LWAd = 56.7 dB(A) (Colour) Office equipment with LWAd > 63.0 dB(A) is not suitable for use in room where people do primarily intellectual work. Such equipment should be placed in separate rooms because of the noise emission.
Temperature	Operating:	10 to 35 °C
	Best Print Quality:	20 to 33 °C
Humidity	Operating:	20 to 80% (without condensation)
	Best Print Quality:	20 to 80% (without condensation)
ADF (automatic document feeder) (MFC-J410 and MFC-J415W only)	Up to 15 pages Paper: 80 g/m^2 A4 or Letter size	
Document Size	ADF Width (MFC-J410 and MFC-J415W only): 148 mm to 215.9 mm ADF Length (MFC-J410 and MFC-J415W only): 148 mm to 355.6 mm Scanner Glass Width: Max. 215.9 mm Scanner Glass Length: Max. 297 mm	

1 When all the modes are connected to USB.

2 When using ADF, resolution: standard, draft: ISO/IEC24712 printed pattern. (MFC-J410 and MFC-J415W)
When resolution: standard, draft: ISO/IEC24712 printed pattern. (MFC-J220 and MFC-J265W)

3 Noise depends on printing conditions.

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Print media

Paper Input	**Paper Tray** ■ Paper type: Plain paper, inkjet paper (coated paper), glossy paper [1], transparency [1 2] and envelopes ■ Paper size: A4, Legal, Executive, Letter, A5, A6, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, JE4), Photo 10 × 15 cm, Photo 2L (13 × 18 cm), Index Card and Postcard [3] Width: 98 mm - 215.9 mm Length: 148 mm - 355.6 mm For more details, see *Paper weight, thickness and capacity* on page 19. ■ Maximum paper tray capacity: Approx. 100 sheets of 80 g/m^2 plain paper
Paper Output	Up to 50 sheets of A4 plain paper (face up print delivery to the output paper tray) [1]

1 For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

2 Use only transparencies recommended for inkjet printing.

3 See *Paper type and size for each operation* on page 18.

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Fax

Compatibility	ITU-T Group 3
Modem Speed	Automatic Fallback 14,400 bps
Scanning Width	ADF: 208 mm (A4) Scanner Glass: 204 mm (A4)
Printing Width	208 mm
Greyscale	Levels: 64 (B&W) / 256 (Colour)
Resolution	■ Horizontal 8 dot/mm ■ Vertical Standard 3.85 line/mm (Mono) 7.7 line/mm (Colour) Fine 7.7 line/mm (Mono/Colour) Photo 7.7 line/mm (Mono) Superfine 15.4 line/mm (Mono)
Speed Dial	40 stations
Groups	Up to 6
Broadcasting	90 stations
Automatic Redial	3 times at 5 minute intervals
Memory Transmission	Up to 170 [1] pages
Out of Paper Reception	Up to 170 [1] pages

[1] “Pages” refers to the “ITU-T Test Chart #1” (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

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Copy

Colour/Monochrome	Yes/Yes
Copy Width	Max. 210 mm
Multiple Copies	Stacks up to 99 pages Sorts up to 99 pages (MFC-J410 and MFC-J415W only)
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	(Mono) ■ Prints up to 1200 × 1200 dpi (Colour) ■ Prints up to 600 × 1200 dpi

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PhotoCapture Center™

Compatible Media [1]	Memory Stick™ (16 MB - 128 MB) Memory Stick PRO™ (256 MB - 16 GB) Memory Stick Duo™ (16 MB - 128 MB) Memory Stick PRO Duo™ (256 MB - 16 GB) Memory Stick Micro™ (M2™) with adapter SD (16 MB to 2 GB) SDHC (4 GB to 16 GB) microSD with adapter miniSD with adapter
Resolution	Up to 1200 × 2400 dpi
File Extension	
(Media Format)	DPOF (ver. 1.0, ver. 1.1), Exif DCF (up to ver. 2.1)
(Image Format)	Photo Print: JPEG [2] Scan to Media: JPEG, PDF (Colour) TIFF, PDF (Monochrome)
Number of Files	Up to 999 files (The folder inside memory cards is also counted.)
Folder	File must be stored in the 4th folder level of the memory card.
Borderless	A4, Letter, Photo 10 × 15 cm, Photo 2L 13 × 18 cm [3]

1 Memory cards and adapters are not included.

2 Progressive JPEG format is not supported.

3 See *Paper type and size for each operation* on page 18.

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Scanner

Colour/Monochrome	Yes/Yes
TWAIN Compliant	Yes (Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®/ Windows® 7)
	Mac OS X 10.4.11, 10.5.x, 10.6.x [1]
WIA Compliant	Yes (Windows® XP [2]/Windows Vista®/Windows® 7)
ICA Compliant	Yes (Mac OS X 10.6.x)
Colour Depth	36 bit colour Processing (Input)
	24 bit colour Processing (Output)
	(Actual Input: 30 bit colour/Actual Output: 24 bit colour)
Resolution	Up to 19200 × 19200 dpi (interpolated) [3]
	Up to 1200 × 2400 dpi (optical) (Scanner Glass)
	Up to 1200 × 600 dpi (optical) (ADF) (MFC-J410 and MFC-J415W only)
Scanning Speed	Monochrome: up to 3.44 sec.
	Colour: up to 4.83 sec.
	(A4 size at 100 × 100 dpi)
Scanning Width	Up to 210 mm
Scanning Length	Up to 291 mm
Greyscale	256 levels

1 For the latest driver updates for the Mac OS X you are using, visit us at http://solutions.brother.com/

2 Windows® XP in this User's Guide includes Windows® XP Home Edition, Windows® XP Professional, and Windows® XP Professional x64 Edition.

3 Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP, Windows Vista® and Windows® 7 (resolution up to 19200 × 19200 dpi can be selected by using the Brother scanner utility).

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Printer

Resolution	Up to 1200 × 6000 dpi
Printing Width	204 mm [210 mm (borderless) [1]] [3]
Borderless	A4, Letter, A6, Photo 10 × 15 cm, Index Card 127 × 203 mm, Photo 2L 13 × 18 cm, Postcard 1 100 × 148 mm [2]

1 When the Borderless feature is set to On.

2 See *Paper type and size for each operation* on page 18.

3 When printing on A4 size paper.

Interfaces

USB [1] [2]	A USB 2.0 interface cable that is no longer than 2 m.
Wireless LAN (MFC-J265W and MFC-J415W only)	IEEE 802.11b/g (Infrastructure/Ad-hoc Mode)

1 Your machine has a full-speed USB 2.0 interface. This interface is compatible with Hi-Speed USB 2.0; however, the maximum data transfer rate will be 12 Mbits/s. The machine can also be connected to a computer that has a USB 1.1 interface.

2 Third party USB ports are not supported.

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Computer requirements

SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS								
Computer Platform & Operating System Version		**Supported PC Software Functions**	**PC Interface**	**Processor Minimum Speed**	**Minimum RAM**	**Recommended RAM**	**Hard Disk Space to install**	
							For Drivers	**For Applications**
Windows® Operating System [1]	Windows® 2000 Professional [5]	Printing, PC Fax Send [4], Scanning, Removable Disk [6]	USB, Wireless 802.11b/g (MFC-J265W and MFC-J415W only)	Intel® Pentium® II or equivalent	64 MB	256 MB	110 MB	340 MB
	Windows® XP Home [2 5] Windows® XP Professional [2 5]				128 MB		110 MB	340 MB
	Windows® XP Professional x64 Edition [2]			64-bit (Intel® 64 or AMD64) supported CPU	256 MB	512 MB	110 MB	340 MB
	Windows Vista® [2]			Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU	512 MB	1 GB	600 MB	530 MB
	Windows® 7 [2]				1 GB (32 bit) 2 GB (64 bit)	1 GB (32 bit) 2 GB (64 bit)	650 MB	530 MB
	Windows Server® 2003 (print only via network)	Printing	Wireless 802.11b/g (MFC-J265W and MFC-J415W only)	Intel® Pentium® III or equivalent	256 MB	512 MB	50 MB	N/A
	Windows Server® 2003 x64 Edition (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU				
	Windows Server® 2003 R2 (print only via network)			Intel® Pentium® III or equivalent				
	Windows Server® 2003 R2 x64 Edition (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU	512 MB	1 GB		
	Windows Server® 2008 (print only via network)			Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU		2 GB		
	Windows Server® 2008 R2 (print only via network)			64-bit (Intel® 64 or AMD64) supported CPU				
Macintosh Operating System	Mac OS X 10.4.11, 10.5.x	Printing, PC Fax Send [4], Scanning, Removable Disk [6]	USB [3], Wireless 802.11b/g (MFC-J265W and MFC-J415W only)	PowerPC G4/G5 Intel® Core™ Processor	512 MB	1 GB	80 MB	400 MB
	Mac OS X 10.6.x			Intel® Core™ Processor	1 GB	2 GB		

Conditions:

1 Microsoft® Internet Explorer® 5.5 or greater.
2 For WIA, 1200 × 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 × 19200 dpi.
3 Third party USB ports are not supported.
4 PC Fax supports black and white only.
5 PaperPort™11SE supports Microsoft® SP4 or higher for Windows® 2000 and SP2 or higher for XP. (MFC-J410 and MFC-J415W only)
6 Removable disk is a function of PhotoCapture Center™.

For the latest driver updates, visit us at http://solutions.brother.com/

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Consumable items

Ink	The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly.
Service Life of Ink Cartridge	The first time you install a set of ink cartridges the machine will use an amount of ink to fill the ink delivery tubes for high quality printouts. This process will only happen once. After this process is complete the cartridges provided with your machine will have a lower yield than standard cartridges (65%). With all following ink cartridges you can print the specified number of pages.
Replacement Consumables	<Black> LC985BK, <Cyan> LC985C, <Magenta>LC985M, <Yellow> LC985Y Black - Approximately 300 pages [1] Yellow, Cyan and Magenta - Approximately 260 pages [1] [1] Approx. cartridge yield is declared in accordance with ISO/IEC 24711. For more information about the replacement consumables, visit us at http://www.brother.com/pageyield

What is Innobella™?

Innobella™ is a range of genuine consumables offered by Brother. The name "Innobella™" derives from the words "Innovation" and "Bella" (meaning "Beautiful" in Italian) and is a representation of the "innovative" technology providing you with "beautiful" and "long lasting" print results.

When you print photo images, Brother recommends Innobella™ glossy photo paper (BP71 series) for high quality. Brilliant prints are made easier with Innobella™ Ink and paper.

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Network (MFC-J265W and MFC-J415W only)

Note

For details about the full Network specifications, see the *Network User's Guide*.

LAN	You can connect your machine to the network for Printing, Scanning, PC Fax Send, and access to photos from PhotoCapture Center™ [1]. Also included is Brother BRAdmin Light [2] Network Management software.	
Wireless Network Security	SSID (32 chr), WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
Setup Support Utility	**AOSS™**	Yes
	WPS	Yes

[1] See the Computer Requirements chart on page 100.

[2] If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from http://solutions.brother.com/

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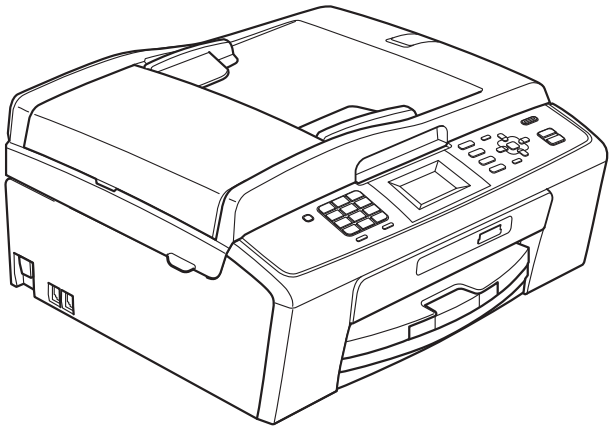
ADVANCED USER'S GUIDE



MFC-J220
MFC-J265W
MFC-J410
MFC-J415W

Version 0

UK/IRE/GEN

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User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Please read the Safety Instructions before you set up your machine.	Printed / In the box
Quick Setup Guide	Read this Guide first. Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips.	Printed / In the box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning (MFC-J265W and MFC-J415W only), PhotoCapture Center™, PC-Fax Send, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM
Network User's Guide (MFC-J265W and MFC-J415W only)	This Guide provides more advanced information for configuring the Wireless network connections. In addition, find information about network utilities, network printing, troubleshooting tips and supported network specifications.	PDF file / Documentation CD-ROM

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1 General setup

Memory storage

Even if there is a power failure, you will not lose the settings you have chosen using the **Menu** key because they are stored permanently. Also, you will not lose your settings in the **FAX**, **COPY** and **PHOTO CAPTURE** mode key menus if you have chosen `Set New Default`. You may have to reset the date and time.

Automatic Daylight Saving Time

You can set the machine to change automatically for daylight saving time. It will reset itself forward one hour in the Spring and backward one hour in the Autumn. Make sure you have set the correct date and time in the `Date&Time` setting.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Auto Daylight`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Off` (or `On`).
   Press **OK**.
5. Press **Stop/Exit**.

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Sleep Mode

You can choose how long the machine will remain idle (from 1 to 60 minutes) before it goes into sleep mode. The timer will restart if any operation is carried out on the machine.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Sleep Mode`.
   Press **OK**.
4. Press ▲ or ▼ to choose `1Min`, `2Mins`, `3Mins`, `5Mins`, `10Mins`, `30Mins` or `60Mins`.
   Press **OK**.
5. Press **Stop/Exit**.

LCD display

LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD, try changing the contrast setting.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `LCD Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `LCD Contrast`.
   Press **OK**.
5. Press ◄ or ► to change lighter or darker.
   Press **OK**.
6. Press **Stop/Exit**.

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Setting the Dim Timer for the backlight

You can set how long the LCD backlight stays on after the last key press.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `LCD Settings`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Dim Timer`.
   Press **OK**.
5. Press ▲ or ▼ to choose `10Secs`, `20Secs`, `30Secs` or `Off`.
   Press **OK**.
6. Press **Stop/Exit**.

Mode Timer

The machine has four temporary mode keys on the control panel: **FAX**, **SCAN**, **COPY** and **PHOTO CAPTURE**. You can change the amount of time the machine takes after the last Scan, Copy or PhotoCapture operation before it returns to Fax mode. If you choose `Off`, the machine stays in the mode you used last.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `General Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Mode Timer`.
   Press **OK**.
4. Press ▲ or ▼ to choose `0Sec`, `30Secs`, `1Min`, `2Mins`, `5Mins` or `Off`.
   Press **OK**.
5. Press **Stop/Exit**.

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2 Security features

TX Lock

TX Lock lets you prevent unauthorized access to the machine.

While TX Lock is On, the following operations are available:

- Receiving faxes

While TX Lock is On, the following operations are NOT available:

- Sending faxes
- Copying
- PC printing
- Scanning
- PhotoCapture
- Operation from the Control panel

Note

If you forget the TX Lock password, please call your Brother dealer for service.

Setting and changing the TX Lock password

Note

If you have already set the password, you will not need to set it again.

Setting the password

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
   Press **OK**.
4. Press ▲ or ▼ to choose `TX Lock`.
   Press **OK**.
5. Enter a 4-digit number for the password.
   Press **OK**.
6. When the LCD shows `Verify:`, re-enter the password.
   Press **OK**.
7. Press **Stop/Exit**.

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Changing the password

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
   Press **OK**.
4. Press ▲ or ▼ to choose `TX Lock`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Set Password`.
   Press **OK**.
6. Enter a 4-digit number for the current password.
   Press **OK**.
7. Enter a 4-digit number for a new password.
   Press **OK**.
8. When the LCD shows `Verify:`, re-enter the password.
   Press **OK**.
9. Press **Stop/Exit**.

Turning TX Lock on/off

Turning TX Lock on

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
   Press **OK**.
4. Press ▲ or ▼ to choose `TX Lock`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Set TX Lock`.
   Press **OK**.
6. Enter the registered 4-digit password.
   Press **OK**.
   The machine goes offline and the LCD shows `TX Lock Mode`.

Turning TX Lock off

1. Press **Menu**.
2. Enter the registered 4-digit password.
   Press **OK**.
   TX Lock is automatically turned off.

Note

If you enter the wrong password, the LCD shows `Wrong Password` and stays offline. The machine will stay in TX Lock mode until the registered password is entered.

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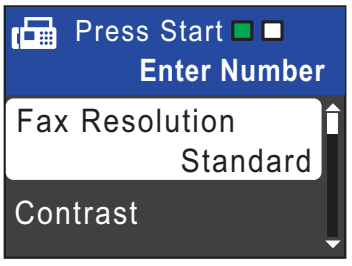
3 Sending a fax

Additional sending options

Sending faxes using multiple settings

When you send a fax you can choose any combination of these settings: resolution, contrast, scan size etc.

1. Press (**FAX**).
   The LCD shows:



2. Press ▲ or ▼ to choose a setting you want to change.
   Press **OK**.
3. Press ▲ or ▼ to choose an option.
   Press **OK**.
4. Go back to ❷ to change more settings.

Note

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 7.)

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents the factory setting `Auto` can be used. It automatically chooses the suitable contrast for your document.
Choose `Light` when sending a light document.
Choose `Dark` when sending a dark document.

1. Press (**FAX**).
2. Press ▲ or ▼ to choose `Contrast`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Auto`, `Light` or `Dark`.
   Press **OK**.

Note

Even if you choose `Light` or `Dark`, the machine will send the fax using the `Auto` setting in any of the following conditions:

- When you send a colour fax.
- When you choose `Photo` as the Fax Resolution.

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Changing fax resolution

The quality of a fax can be improved by changing the fax resolution.

1. Press (**FAX**).
2. Press ▲ or ▼ to choose `Fax Resolution`.
   Press **OK**.
3. Press ▲ or ▼ to choose the resolution you want.
   Press **OK**.

Note

You can choose four different resolution settings for monochrome faxes and two for colour.

Monochrome	
`Standard`	Suitable for most typed documents.
`Fine`	Good for small print and transmits a little slower than Standard resolution.
`S.Fine`	Good for small print or artwork and transmits slower than Fine resolution.
`Photo`	Use when the document has varying shades of grey or is a photograph. Photo has the slowest transmission.

Colour	
`Standard`	Suitable for most typed documents.
`Fine`	Use when the document is a photograph. The transmission time is slower than Standard resolution.

If you choose `S.Fine` or `Photo` and then use the **Colour Start** key to send a fax, the machine will send the fax using the `Fine` setting.

Setting your changes as a new default

You can save the fax settings for `Fax Resolution`, `Contrast`, `Real Time TX` and `Glass ScanSize` you use most often by setting them as default. These settings will stay until you change them again.

1. Press (**FAX**).
2. Press ▲ or ▼ to choose the menu option that you want to change and press **OK**. Then press ▲ or ▼ to choose the new option.
   Press **OK**.

   Repeat this step for each setting you want to change.
3. After changing the last setting, press ▲ or ▼ to choose `Set New Default`.
   Press **OK**.
4. Press **1** to choose `Yes`.
5. Press **Stop/Exit**.

Restoring fax settings to the factory settings

You can restore the fax settings `Fax Resolution`, `Contrast`, `Real Time TX`, and `Glass ScanSize`, that you have changed, to the factory settings.

1. Press (**FAX**).
2. Press ▲ or ▼ to choose `Factory Reset`.
   Press **OK**.
3. Press **1** to choose `Yes`.
4. Press **Stop/Exit**.

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Additional sending operations

Sending a fax manually

Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax.

Note

(MFC-J410 and MFC-J415W only)

To send a multiple page fax, use the ADF.

1. Press (**FAX**).
2. Load your document.
3. To listen for a dial tone pick up the handset of the external telephone.
4. Dial the fax number.
5. When you hear the fax tone, press **Mono Start** or **Colour Start**.
   If you are using the scanner glass press **1** on the machine to send a fax.
6. Replace the handset.

Dual Access (Monochrome only)

You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD shows the new job number and available memory.

The number of pages you can scan into the memory will vary depending on the data that is printed on them.

Note

If the `Out of Memory` message appears, press **Stop/Exit** to cancel or **Mono Start** to send the pages scanned so far.

Broadcasting (Monochrome only)

Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, Speed Dial numbers, and up to 50 manually dialled numbers in the same broadcast.

After the broadcast is finished, a Broadcast Report will be printed.

1. Press (**FAX**).
2. Load your document.
3. Press ▲ or ▼ to choose `Broadcasting`.
   Press **OK**.

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4 You can add numbers to the broadcast in the following ways:

- Press ▲ or ▼ to choose `Add Number` and press **OK**. Enter a number using dial pad.
  Press **OK**.
- Press ▲ or ▼ to choose `Speed Dial` and **OK**. Press ▲ or ▼ to choose `Alphabetical Order` or `Numerical Order` and **OK**.
  Press ▲ or ▼ to select a number and **OK**.

5 After you have entered all the fax numbers by repeating step ❹, press ▲ or ▼ to choose `Complete`.
Press **OK**.

6 Press **Mono Start**.

Note

- If you did not use up any of the numbers for Groups, you can “broadcast” faxes to as many as 90 different numbers.
- The available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum numbers available, you will not be able to use dual access.
- If the `Out of Memory` message appears, press **Stop/Exit** to cancel or **Mono Start** to send the pages scanned so far.

Cancelling a Broadcast in progress

1 Press **Menu**.

2 Press ▲ or ▼ to choose `Fax`.
Press **OK**.

3 Press ▲ or ▼ to choose `Remaining Jobs`.
Press **OK**.
The LCD will show the fax number being dialled and the Broadcast job number.

4 Press **OK**.
The LCD will ask you the following question:
`Cancel Job?`
`Yes → Press 1`
`No → Press 2`

5 Press **1** to cancel the fax number being dialled.
The LCD will then show the Broadcast job number.

6 Press **OK**.
The LCD will ask you the following question:
`Cancel Job?`
`Yes → Press 1`
`No → Press 2`

7 To cancel the Broadcast, press **1**.

8 Press **Stop/Exit**.

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Real Time Transmission

When you are sending a fax, the machine will scan the documents into the memory before sending. Then, as soon as the telephone line is free, the machine will start dialling and sending.

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can do this by turning on `Real Time TX`.

1. Press (**FAX**).
2. Press ▲ or ▼ to choose `Real Time TX`.
   Press **OK**.
3. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.

Note

- (MFC-J410 and MFC-J415W only)

  If the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if `Real Time TX` is set to `Off`). Faxes from the scanner glass cannot be sent until you clear some of the memory.
- In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on the Overseas mode. After you send a fax using this feature, the feature will turn itself off.

1. Press (**FAX**).
2. Load your document.
3. Press ▲ or ▼ to choose `Overseas Mode`.
   Press **OK**.
4. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.

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Checking and cancelling waiting jobs

You can check which jobs are still waiting in the memory to be sent, or cancel a job. (If there are no jobs, the LCD shows `No Jobs Waiting`.)

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Remaining Jobs`.
   Press **OK**.
   Any waiting jobs appear on the LCD.
4. Press ▲ or ▼ to scroll through the jobs and choose the job you want to cancel.
   Press **OK**.
5. Do one of the following:
   - To cancel, press **1** to choose `Yes`.
     If you want to cancel another job go to step ❹.
   - To exit without cancelling, press **2** to choose `No`.
6. When you have finished, press **Stop/Exit**.

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4 Receiving a fax

Additional receiving operations

Printing a reduced incoming fax

If you choose `On`, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter or Legal size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See *Paper Size* in *chapter 2* in the *Basic User's Guide*.)

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Setup Receive`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Auto Reduction`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
6. Press **Stop/Exit**.

Out of Paper Reception

As soon as the paper tray becomes empty during fax reception, the LCD shows `No Paper Fed`. Put some paper in the paper tray. (See *Loading paper and other print media* in *chapter 2* in the *Basic User's Guide*.)

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Further incoming faxes will also be stored in memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

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5 Dialling and storing numbers

Voice operations

Voice calls can be made either with an extension or external telephone, by dialling manually, or by using Quick Dial numbers.

BT Call Sign (U.K. only)

This machine feature lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one telephone line. Each telephone number has its own distinctive ringing pattern, so you know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second telephone number (on the same telephone line) just for receiving faxes.

Note

- You can switch BT Call Sign off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. This machine will automatically answer incoming calls that use your new fax number.
- When you set the BT Call Sign feature to On, the receive mode is set to `Manual` automatically. `Manual` mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern.

To enable the machine to work with BT Call Sign (with your external telephone only)

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Miscellaneous`.
   Press **OK**.
4. Press ▲ or ▼ to choose `BT Call Sign`.
   Press **OK**.
5. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
6. Press **Stop/Exit**.

Note

If you turn off `BT Call Sign`, the receive mode stays in `Manual`. You will need to set receive mode again. (See *Choose the Receive Mode* in *chapter 5* in the *Basic User's Guide*.)

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Additional dialling operations

Combining Quick Dial numbers

Sometimes, you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as Speed Dial numbers. You can store these long dialling sequences by dividing them and setting them up as separate Speed Dial numbers in any combination. You can even include manual dialling using the dial pad. (See *Storing Speed Dial numbers* in *chapter 7* in the *Basic User's Guide*.)

For example, you might have stored "555" on Speed Dial: 03 and "7000" on Speed Dial: 02. You can use them both to dial "555-7000" if you press the following keys:

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose `Search`.
   Press **OK**.
3. Enter **03**.
4. Press ▲ or ▼ to choose `Speed Dial`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Search`.
   Press **OK**.
6. Enter **02**.
7. Press **Mono Start** or **Colour Start**.
   You will dial "555-7000".

To temporarily change a number, you can substitute part of the number with manual dialling using the dial pad. For example, to change the number to 555-7001 you could press (**Speed Dial**), choose `Search`, press **03** and then press **7001** using the dial pad.

Note

If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 3.5-second delay.

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Additional ways to store numbers

Storing Speed Dial numbers from Outgoing Calls

You can also store Speed Dial numbers from the Outgoing Call history.

1. Press **Redial/Pause**.
   You can also choose `Outgoing Call` by pressing (**FAX**).
2. Press ▲ or ▼ to choose the name or number you want to store.
   Press **OK**.
3. Press ▲ or ▼ to choose `Add to Speed Dial`.
   Press **OK**.
4. Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number.
   Press **OK**.
5. Do one of the following:
   - Enter the name (up to 16 characters) using the dial pad.
     Press **OK**.
     (To help you enter letters, see *Entering Text* in *appendix C* in the *Basic User's Guide*.)
   - To store the number without a name, press **OK**.
6. Press **OK** to confirm the fax or telephone number.
7. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.
8. Press **Stop/Exit**.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See *Caller ID (U.K. and Ireland only)* in *chapter 6* in the *Basic User's Guide*.)

1. Press **Redial/Pause** and press ✳.
   You can also choose `Caller ID hist.` by pressing (**FAX**).
2. Press ▲ or ▼ to choose the number you want to store.
   Press **OK**.
3. Press ▲ or ▼ to choose `Add to Speed Dial`.
   Press **OK**.
4. Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the number.
   Press **OK**.
5. Do one of the following:
   - Enter the name (up to 16 characters) using the dial pad.
     Press **OK**.
     (To help you enter letters, see *Entering Text* in *appendix C* in the *Basic User's Guide*.)
   - To store the number without a name, press **OK**.
6. Press **OK** to confirm the fax or telephone number.
7. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.
8. Press **Stop/Exit**.

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Setting up groups for broadcasting

Groups, which can be stored in a Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only (**Speed Dial**), Search, **OK**, the two-digit location and **Mono Start**.

First, you'll need to store each fax number in a Speed Dial location. Then you can include them as numbers in the Group. Each Group uses up a Speed Dial location. You can have up to six Groups, or you can assign up to 39 numbers in a large Group.

(See *Broadcasting (Monochrome only)* on page 8 and *Storing Speed Dial numbers* in *chapter 7* in the *Basic User's Guide*.)

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose Setup Groups. Press **OK**.
3. Press ▲ or ▼ to choose GROUP1, GROUP2, GROUP3, GROUP4, GROUP5 or GROUP6 for the Group name where you will store the fax numbers. Press **OK**.
4. Press ▲ or ▼ to choose the 2-digit Speed Dial location where you want to store the Group. Press **OK**.
5. Press ▲ or ▼ to choose Add Number. Press **OK**.
6. To add numbers to the group, press ▲ or ▼ to choose Alphabetical Order or Numerical Order and **OK**. Press ▲ or ▼ to select a number and **OK**.
7. Do one of the following:
   - To add another number to the group, repeat steps ❺ to ❻.
   - If you are finished adding numbers to the group, press ▲ or ▼ to choose Complete.

     Press **OK**.
8. Do one of the following:
   - To store another Group for broadcasting, repeat steps ❸ to ❼.
   - To finish storing Groups for broadcasting, press **Stop/Exit**.

Note

You can print a list of all the Speed Dial numbers. Group numbers will be marked in the GROUP column. (See *Reports* on page 19.)

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Changing a Group name

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose `Setup Groups`.
   Press **OK**.
3. Press ▲ or ▼ to choose the Group name you want to change.
   Press **OK**.
4. Press ▲ or ▼ to choose `Change Group Name`.
   Press **OK**.

Note

How to change the stored name or number:

If you want to change a character, press ◄ or ► to position the cursor under the character you want to change, and then press **Clear**. Re-enter the character.

5. Enter the new name (up to 16 characters) using the dial pad.
   Press **OK**.
   (See *Entering Text* in *appendix C* in the *Basic User's Guide*. For example, type NEW CLIENTS.)
6. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.
7. Press **Stop/Exit**.

Deleting a Group

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose `Setup Groups`.
   Press **OK**.
3. Press ▲ or ▼ to choose the Group you want to delete.
   Press **OK**.
4. Press ▲ or ▼ to choose `Delete`.
   Press **OK**.
   Press **1** to confirm.
5. Press **Stop/Exit**.

Deleting a number from a Group

1. Press (**Speed Dial**).
2. Press ▲ or ▼ to choose `Setup Groups`.
   Press **OK**.
3. Press ▲ or ▼ to choose the Group you want to change.
   Press **OK**.
4. Press ▲ or ▼ to choose the number you want to delete.
   Press **OK**.
   Press **1** to confirm.
5. Press ▲ or ▼ to choose `Complete`.
   Press **OK**.
6. Press **Stop/Exit**.

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6 Printing reports

Fax reports

You need to set up the Transmission Verification Report and Journal Period using the **Menu** keys.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in *chapter 4* in the *Basic User's Guide*.)

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to `Off`, you can still print the report by following the steps in *How to print a report* on page 19. The factory setting is `Every 50 Faxes`.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Fax`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Report Setting`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Journal Period`.
   Press **OK**.
5. Press ▲ or ▼ to choose an interval.
   Press **OK**.
   If you choose `Every 50 Faxes`, go to step ❽.
   - 6, 12, 24 hours, 2 or 7 days

     The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory is filled with the maximum 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.
   - Every 50 Faxes

     The machine will print the Journal when the machine has stored 50 jobs.
6. Enter the time to start printing in 24-hour format.
   Press **OK**.
   (For example: enter 19:45 for 7:45 PM.)
7. If you choose `Every 7 Days`, the LCD will ask you to choose the first day for the 7-day countdown.
8. Press **Stop/Exit**.

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Reports

The following reports are available:

- `XMIT Verify`

  Prints a Transmission Verification Report for your last transmission.

- `Help List`

  A help list showing how to program your machine.

- `Quick Dial`

  Lists names and numbers stored in the Speed Dial memory, in alphabetical or numerical order.

- `Fax Journal`

  Lists information about the last incoming and outgoing faxes.
  (TX: Transmit.) (RX: Receive.)

- `User Settings`

  Lists your settings.

- `Network Config` (MFC-J265W and MFC-J415W only)

  Lists your Network settings.

- `WLAN Report` (MFC-J265W and MFC-J415W only)

  Prints a WLAN connection report.

- `Caller ID hist.`

  Lists the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Print Reports`.
   Press **OK**.
3. Press ▲ or ▼ to choose the report you want.
   Press **OK**.
4. (Quick Dial only) Press ▲ or ▼ to choose `Alphabetical Order` or `Numerical Order`.
   Press **OK**.
5. Press **Mono Start**.
6. Press **Stop/Exit**.

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7 Making copies

Copy settings

You can change the copy settings temporarily for multiple copies.

The machine returns to its default settings after 1 minute, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 3.)

To change a setting, press **COPY** and then press ▲ or ▼ to scroll through the copy settings. When the setting you want is highlighted, press **OK**.

When you are finished choosing settings, press **Mono Start** or **Colour Start**.

Note

You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your changes as a new default* on page 24.)

Stop copying

To stop copying, press **Stop/Exit**.

Changing copy speed and quality

You can choose from a range of speed and quality. The factory setting is Normal.

- Fast

  Fast copy speed and lowest amount of ink used. Use to save time printing documents to be proof-read, large documents or many copies.

- Normal

  Normal is the recommended mode for ordinary print outs. This produces good copy quality with good copy speed.

- Best

  Use Best mode to copy precise images such as photographs. This provides the highest resolution and slowest speed.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Quality.
   Press **OK**.
5. Press ▲ or ▼ to choose Fast, Normal or Best.
   Press **OK**.
6. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

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Enlarging or reducing the copied image

You can choose an enlargement or reduction ratio. If you choose Fit to Page, your machine will adjust the size automatically to the paper size you set.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose Enlarge/Reduce.
   Press **OK**.
5. Press ▲ or ▼ to choose 100%, Enlarge, Reduce, Fit to Page or Custom(25-400%).
6. Do one of the following:
   - If you chose Enlarge or Reduce, press **OK** and press ▲ or ▼ to choose the enlargement or reduction ratio you want.
     Press **OK**.
   - If you chose Custom(25-400%), press **OK** and then enter an enlargement or reduction ratio from 25% to 400%.
     Press **OK**.
   - If you chose 100% or Fit to Page, press **OK**. Go to step 7.

198% 10x15cm→A4
186% 10x15cm→LTR
142% A5→A4
100%
97% LTR→A4
93% A4→LTR
(MFC-J220 and MFC-J265W only) 83% (MFC-J410 and MFC-J415W only) 83% LGL→A4
69% A4→A5
47% A4→10x15cm
Fit to Page
Custom(25-400%)

7. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Note

- Page Layout is not available with Enlarge/Reduce.
- Page Layout and Sort (MFC-J410 and MFC-J415W only) are not available with Fit to Page.
- Fit to Page does not work correctly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper left hand corner, with the document face down on the scanner glass.
- Fit to Page is not available when using the ADF.

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Making N in 1 copies or a poster (Page Layout)

The N in 1 copy feature can help you save paper by letting you copy two or four pages onto one printed page.

You can also produce a poster. When you use the poster feature your machine divides your document into sections, then enlarges the sections so you can assemble them into a poster. If you want to print a poster, use the scanner glass.

IMPORTANT

- Make sure paper size is set to `A4` or `Letter`.
- You cannot use the `Enlarge/Reduce` and `Stack/Sort` (MFC-J410 and MFC-J415W only) settings with the N in 1 and Poster features.
- N in 1 colour copies are not available.
- `(P)` means Portrait and `(L)` means Landscape.
- You can only make one poster copy at a time.

Note

`Sort` (MFC-J410 and MFC-J415W only) and `Enlarge/Reduce` are not available with `Page Layout`.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose `Page Layout`.
   Press **OK**.
5. Press ▲ or ▼ to choose `Off(1in1)`, `2 in 1 (P)`, `2 in 1 (L)`, `4 in 1 (P)`, `4 in 1 (L)` or `Poster(3x3)`.
   Press **OK**.
6. If you do not want to change additional settings, press **Mono Start** or **Colour Start** to scan the page.
   If you placed the document in the ADF or are making a poster, the machine scans the document and starts printing.

   If you are using the scanner glass, go to step ❼.
7. After the machine scans the page, press **1** to scan the next page.
8. Place the next page on the scanner glass.
   Press **OK**.
9. Repeat steps ❼ and ❽ for each page of the layout.
10. After all the pages have been scanned, press **2** to finish.

Note

If you have chosen photo paper as the Paper Type for N in 1 copies, the machine will print the images as if plain paper had been chosen.

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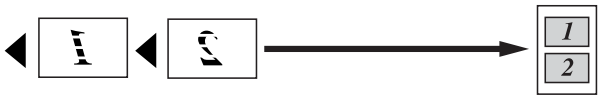
Place the document face down in the direction shown below:

■ **2 in 1 (P)**

■ **2 in 1 (L)**

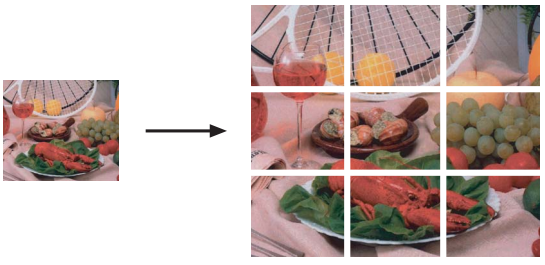


■ **4 in 1 (P)**

■ **4 in 1 (L)**

■ **Poster(3 x 3)**

You can make a poster size copy of a photograph.



Sorting copies using the ADF (MFC-J410 and MFC-J415W only)

You can sort multiple copies. Pages will be stacked in the order 321, 321, 321, and so on.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose `Stack/Sort`. Press **OK**.
5. Press ▲ or ▼ to choose `Sort`. Press **OK**.
6. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Note

`Fit to Page` and `Page Layout` are not available with `Sort`.

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Adjusting Density

You can adjust the copy density to make copies darker or lighter.

1. Press (**COPY**).
2. Load your document.
3. Enter the number of copies you want.
4. Press ▲ or ▼ to choose `Density`.
   Press **OK**.
5. Press ◀ or ▶ to make a lighter or darker copy.
   Press **OK**.
6. If you do not want to change additional settings, press **Mono Start** or **Colour Start**.

Setting your changes as a new default

You can save the copy settings for `Quality`, `Enlarge/Reduce`, `Density` and `Page Layout` that you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Press (**COPY**).
2. Press ▲ or ▼ to choose your new setting.
   Press **OK**.
   Repeat this step for each setting you want to change.
3. After changing the last setting, press ▲ or ▼ to choose `Set New Default`.
   Press **OK**.
4. Press **1** to choose `Yes`.
5. Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore the copy settings `Quality`, `Enlarge/Reduce`, `Density`, and `Page Layout`, that you have changed, to the factory settings.

1. Press (**COPY**).
2. Press ▲ or ▼ to choose `Factory Reset`.
   Press **OK**.
3. Press **1** to choose `Yes`.
4. Press **Stop/Exit**.

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8 Printing photos from a memory card

PhotoCapture Center™ operations

Memory cards folder structures

Your machine is designed to be compatible with modern digital camera image files, memory cards; however, please read the points below to avoid errors:

- The image file extension must be .JPG (other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- Direct PhotoCapture Center™ printing must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)
- The machine can read up to 999 files on a memory card.
- The DPOF file on the memory cards must be in a valid DPOF format. (See *DPOF printing* on page 28.)

Please be aware of the following:

- When printing an index or image, the PhotoCapture Center™ will print all the valid images, even if one or more images have been corrupted. Corrupted images will not be printed.
- (memory card users)

  Your machine is designed to read memory cards that have been formatted by a digital camera.

  When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image files to the memory card we also recommend you use the same folder your digital camera uses. If the data is not saved to the same folder, the machine may not be able to read the file or print the image.

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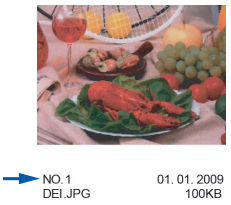
Print Images

Print Index (Thumbnails)

The PhotoCapture Center™ assigns numbers for images (such as No.1, No.2, No.3, and so on).

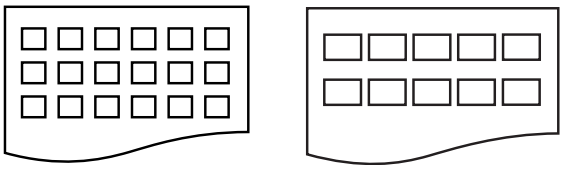


The PhotoCapture Center™ uses these numbers to identify each picture. You can print a thumbnail page to show all the pictures on the memory card.

Note

Only file names that are 8 characters or less will be printed correctly on the index sheet.

1. Make sure you have put the memory card in the correct slot.
   Press (**PHOTO CAPTURE**).
2. Press ▲ or ▼ to choose `Print Index`.
   Press **OK**.
3. Press ▲ or ▼ to choose `6 IMGs/Line` or `5 IMGs/Line`.
   Press **OK**.



`6 IMGs/Line` `5 IMGs/Line`

Print time for `5 IMGs/Line` will be slower than `6 IMGs/Line`, but the quality is better.

4. Do one of the following:
   - Press ▲ or ▼ to choose `Paper Type`, and press **OK** and press ▲ or ▼ to choose the type of paper you are using, `Plain Paper`, `Inkjet Paper`, `Brother BP71`, `Brother BP61` or `Other Glossy`.
     Press **OK**.
   - Press ▲ or ▼ to choose `Paper Size` and press **OK** and press ▲ or ▼ to choose the paper size you are using, `A4` or `Letter`.
     Press **OK**.
   - If you do not want to change the paper settings, go to step ❺.
5. Press **Colour Start** to print.

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Printing Photos

Before you can print an individual image, you have to know the image number.

1. Make sure you have put the memory card in the correct slot.
   Press (**PHOTO CAPTURE**).
2. Print the Index. (See *Print Index (Thumbnails)* on page 26.)
3. Press ▲ or ▼ to choose `Print Photos`.
   Press **OK**.
4. Enter the image number that you want to print, from the thumbnails printed on the Index page.
   Press **OK**.
5. Repeat step ❹ until you have entered the image numbers that you want to print.

Note

- You can enter the numbers at one time by using the ✳ key for a comma or the **#** key for a hyphen. For example, Enter **1**, ✳, **3**, ✳, **6** to print images No.1, No.3 and No.6. Enter **1**, **#**, **5** to print images No.1 to No.5.
- You can enter up to 12 characters (including commas) for the image numbers you want to print.

6. After you have chosen the image numbers, press **OK** again.
7. Enter the number of copies you want using the dial pad.
8. Do one of the following:
   - Change the print settings. (See *PhotoCapture Center™ print settings* on page 28.)
   - If you do not want to change any settings, press **Colour Start** to print.

Print All Photos

You can print all the photos on your memory card.

1. Make sure you have put the memory card in the correct slot.
   Press (**PHOTO CAPTURE**).
2. Press ▲ or ▼ to choose `Print All Photos`.
   Press **OK**.
3. Enter the number of copies you want using the dial pad.
4. Do one of the following:
   - Change the print settings. (See *PhotoCapture Center™ print settings* on page 28.)
   - If you do not want to change any settings, press **Colour Start** to print.

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DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to choose on the digital camera display the images and number of copies you want to print.

When a memory card containing DPOF information is put into your machine, you can print the chosen image easily.

1. Make sure you have put the memory card in the correct slot.
   Press (**PHOTO CAPTURE**). The machine will ask you if you want to use DPOF settings.
2. Press **1** to choose `Yes`.
3. Do one of the following:
   - Change the print settings. (See *PhotoCapture Center™ print settings* on page 28.)
   - If you do not want to change any settings, press **Colour Start** to print.

Note

A DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support website or accompanying documentation.

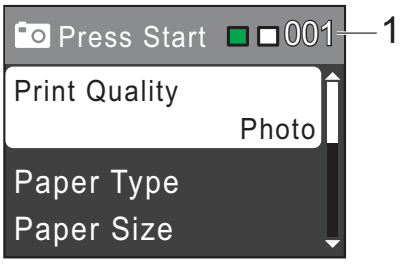
PhotoCapture Center™ print settings

You can change the print settings temporarily.

The machine returns to its default settings after 3 minutes, or if the Mode Timer returns the machine to Fax mode. (See *Mode Timer* on page 3.)

Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as a new default* on page 31.)



1 No. of prints

(For View Photo(s))
You can see the total number of photos that will be printed.

(For Print All Photos, Print Photos)
You can see the number of copies of each photo that will be printed.

(For DPOF printing) This does not appear.

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Print Quality

1. Press ▲ or ▼ to choose `Print Quality`.
   Press **OK**.
2. Press ▲ or ▼ to choose `Normal` or `Photo`.
   Press **OK**.
3. If you do not want to change additional settings, press **Colour Start** to print.

Paper options

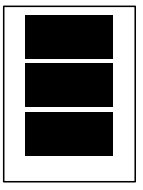
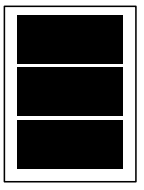
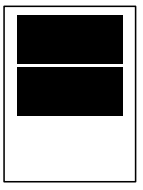
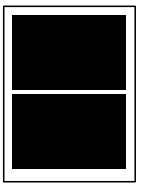
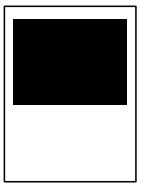
Paper Type

1. Press ▲ or ▼ to choose `Paper Type`.
   Press **OK**.
2. Press ▲ or ▼ to choose the paper type you are using, `Plain Paper`, `Inkjet Paper`, `Brother BP71`, `Brother BP61` or `Other Glossy`.
   Press **OK**.
3. If you do not want to change additional settings, press **Colour Start** to print.

Paper and print size

1. Press ▲ or ▼ to choose `Paper Size`.
   Press **OK**.
2. Press ▲ or ▼ to choose the paper size you are using, `10x15cm`, `13x18cm`, `A4` or `Letter`.
   Press **OK**.
3. If you chose `A4` or `Letter`, press ▲ or ▼ to choose the Print Size.
   Press **OK**.

Example: Printed Position for A4 paper

1 8 x 10cm	2 9 x 13cm	3 10 x 15cm
		
4 13 x 18cm	5 15 x 20cm	6 Max. Size
		

4. If you do not want to change additional settings, press **Colour Start** to print.

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Adjusting Brightness, Contrast and Colour

Brightness

1. Press ▲ or ▼ to choose `Brightness`.
   Press **OK**.
2. Press ◀ or ▶ to make a darker or lighter print.
   Press **OK**.
3. If you do not want to change additional settings, press **Colour Start** to print.

Contrast

You can choose the contrast setting. Increasing the contrast will make an image look sharper and more vivid.

1. Press ▲ or ▼ to choose `Contrast`.
   Press **OK**.
2. Press ◀ or ▶ to change the contrast.
   Press **OK**.
3. If you do not want to change additional settings, press **Colour Start** to print.

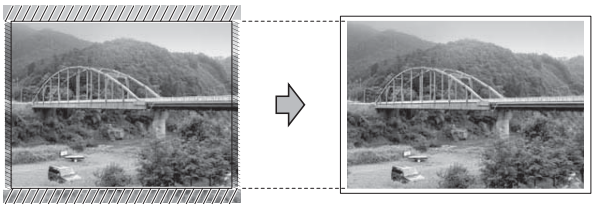
Cropping

If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped.

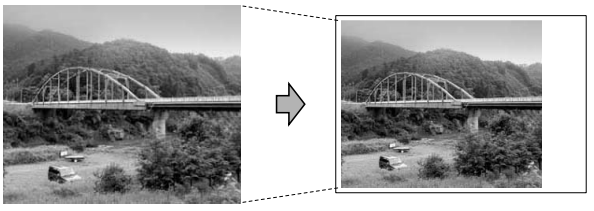
The factory setting is `On`. If you want to print the whole image, turn this setting to `Off`. When you set `Cropping` to `Off`, also set `Borderless` to `Off`. (See *Borderless printing* on page 31.)

1. Press ▲ or ▼ to choose `Cropping`.
   Press **OK**.
2. Press ▲ or ▼ to choose `Off` (or `On`).
   Press **OK**.
3. If you do not want to change additional settings, press **Colour Start** to print.

`Cropping`: `On`



`Cropping`: `Off`



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Borderless printing

This feature expands the printable area to the edges of the paper. Printing time will be slightly slower.

1. Press ▲ or ▼ to choose `Borderless`.
   Press **OK**.
2. Press ▲ or ▼ to choose `Off` (or `On`).
   Press **OK**.
3. If you do not want to change additional settings, press **Colour Start** to print.

Date Print

You can print the date if it is already in the data on your photo. The date will be printed on the lower right corner. If the data doesn't have the date information, you cannot use this function.

1. Press ▲ or ▼ to choose `Date Print`.
   Press **OK**.
2. Press ▲ or ▼ to choose `On` (or `Off`).
   Press **OK**.
3. If you do not want to change additional settings, press **Colour Start** to print.

Setting your changes as a new default

You can save the print settings you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Press ▲ or ▼ to choose your new setting.
   Press **OK**.
   Repeat this step for each setting you want to change.
2. After changing the last setting, press ▲ or ▼ to choose `Set New Default`.
   Press **OK**.
3. Press **1** to choose `Yes`.
4. Press **Stop/Exit**.

Restoring all settings to the factory settings

You can restore the PhotoCapture settings `Print Quality`, `Paper Type`, `Paper Size`, `Brightness`, `Contrast`, `Cropping`, `Borderless`, and `Date Print`, that you have changed, to the factory settings.

1. Press ▲ or ▼ to choose `Factory Reset`.
   Press **OK**.
2. Press **1** to choose `Yes`.
3. Press **Stop/Exit**.

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Scan to a memory card

How to set a new default

You can save the Scan to Media settings (`Quality` and `File Type`) you use most often by setting them as the default settings. These settings will stay until you change them again.

1. Press (**SCAN**).
2. Press ▲ or ▼ to choose `Scan to Media`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Set New Default`. Press **OK** and **1** to choose `Yes`.
4. Press **Stop/Exit**.

How to reset to factory settings

You can restore all the Scan to Media settings (`Quality` and `File Type`), that you have changed, to the factory settings.

1. Press (**SCAN**).
2. Press ▲ or ▼ to choose `Scan to Media`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Factory Reset`. Press **OK** and **1** to choose `Yes`.
4. Press **Stop/Exit**.

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A Routine maintenance

Cleaning and checking the machine

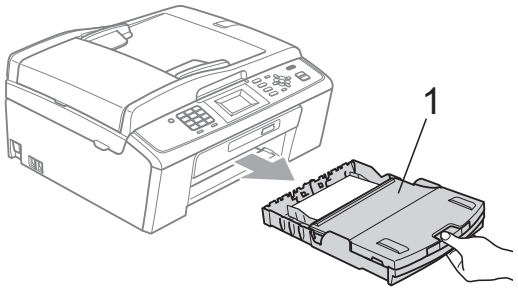
Cleaning the outside of the machine

IMPORTANT

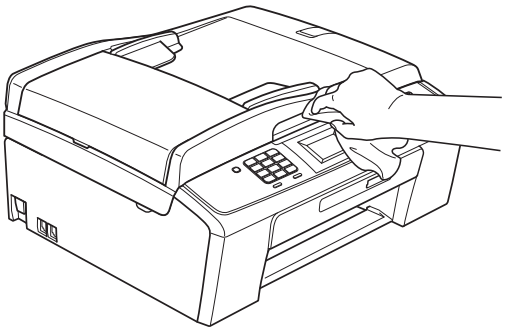
- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.
- DO NOT use cleaning materials that contain ammonia.
- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

Clean the outside of the machine as follows:

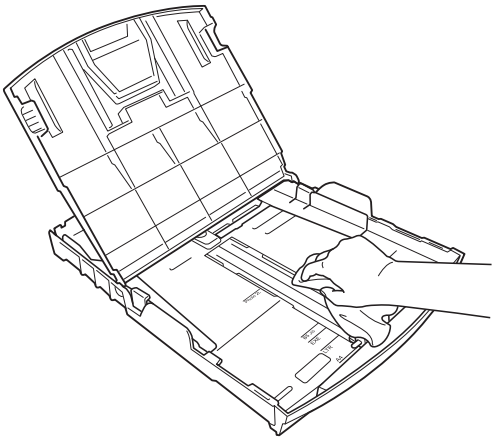
1. Pull the paper tray (1) completely out of the machine.



2. Wipe the outside of the machine with a *dry*, lint-free soft cloth to remove dust.



3. Lift the output paper tray cover and remove anything that is stuck inside the paper tray.
4. Wipe the paper tray with a *dry*, lint-free soft cloth to remove dust.



5. Close the output paper tray cover and put the output paper tray firmly back in the machine.

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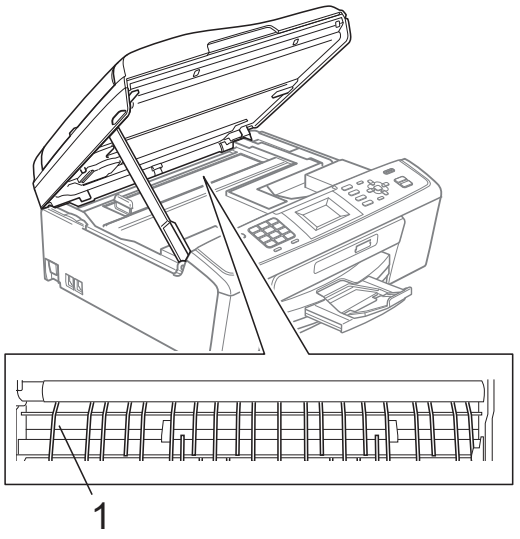
Cleaning the machine's printer platen

⚠ CAUTION

Be sure to unplug the machine from the electrical socket before cleaning the printer platen.

1. Lift the scanner cover until it locks securely in the open position.
2. Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a *dry*, soft lint-free cloth.



Checking the ink volume

Although an ink volume icon appears on the LCD, you can use the **Menu** key to see a large graph showing the ink that is left in each cartridge.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `Ink Management`.
   Press **OK**.
3. Press ▲ or ▼ to choose `Ink Volume`.
   Press **OK**.
   The LCD shows the ink volume.
4. Press **Stop/Exit**.

Note

You can check the ink volume from your computer. (See *Printing* for Windows® or *Printing and Faxing* for Macintosh in the *Software User's Guide*.)

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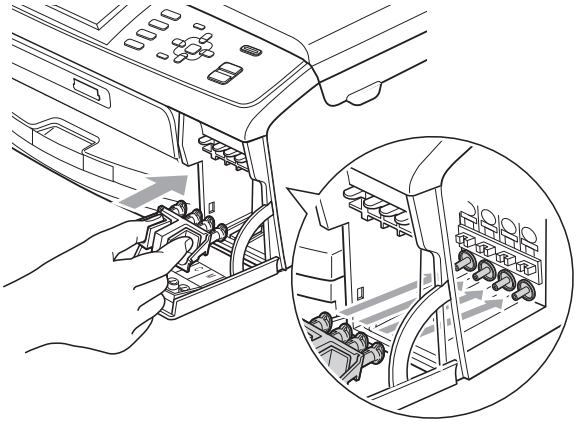
Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. Follow the instructions below to correctly pack your machine. Damage caused to your machine during transit is not covered by your warranty.

IMPORTANT

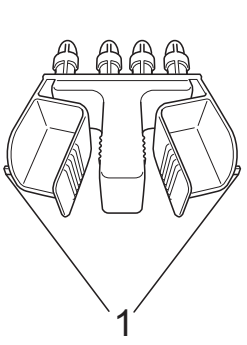
It is important to allow the machine to “park” the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print head.

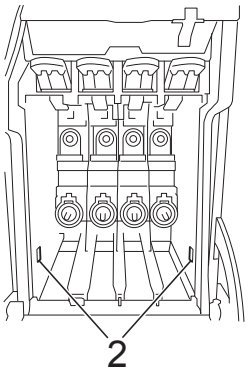
1. Open the ink cartridge cover.
2. Remove all four ink cartridges. Press the ink release lever above each cartridge to release it. (See *Replacing the ink cartridges* in *appendix A* in the *Basic User’s Guide*.)
3. Install the green protective part and then close the ink cartridge cover.



IMPORTANT

- Make sure that the plastic tabs on both sides of the green protective part (1) have securely clicked into place (2).





- If you are not able to find the green protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the green protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

A

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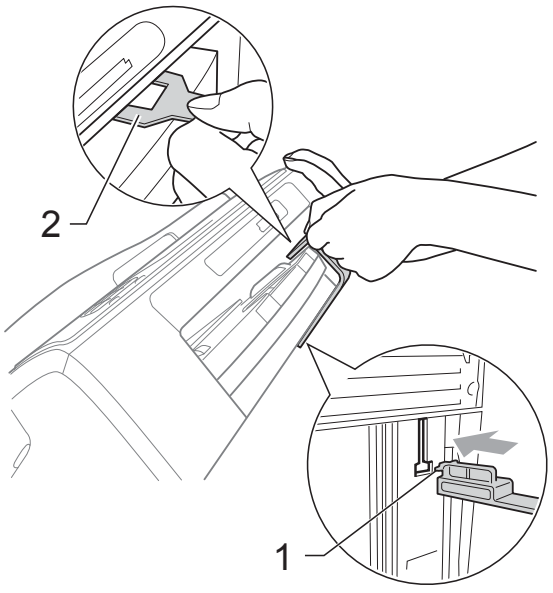
4 Lift the machine from the front and hook the tab of the green protective part into the keyed opening (1) on the bottom of the paper tray. Then latch the protective part over the raised portion of the paper tray (2).

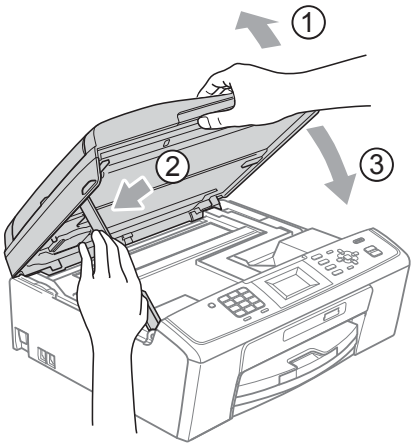


5 Unplug the machine from the telephone wall socket and take the telephone line cord out of the machine.

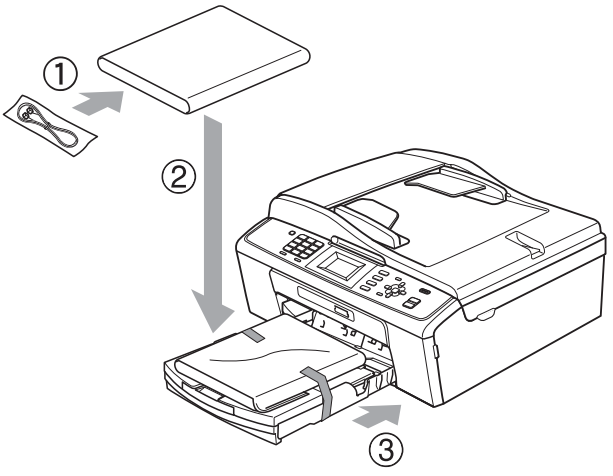
6 Unplug the machine from the electrical socket.

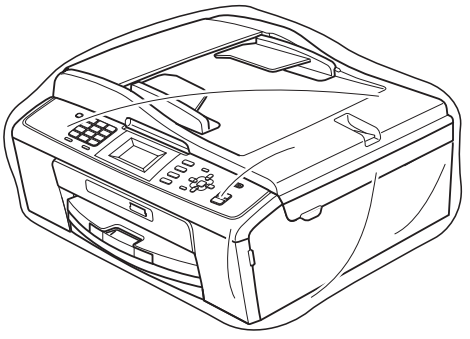
7 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position. Then unplug the interface cable from the machine, if it is connected.

8 Lift the scanner cover (①) to release the lock. Gently push the scanner cover support down (②) and close the scanner cover (③) using both hands.



9 Wrap the machine in the bag.





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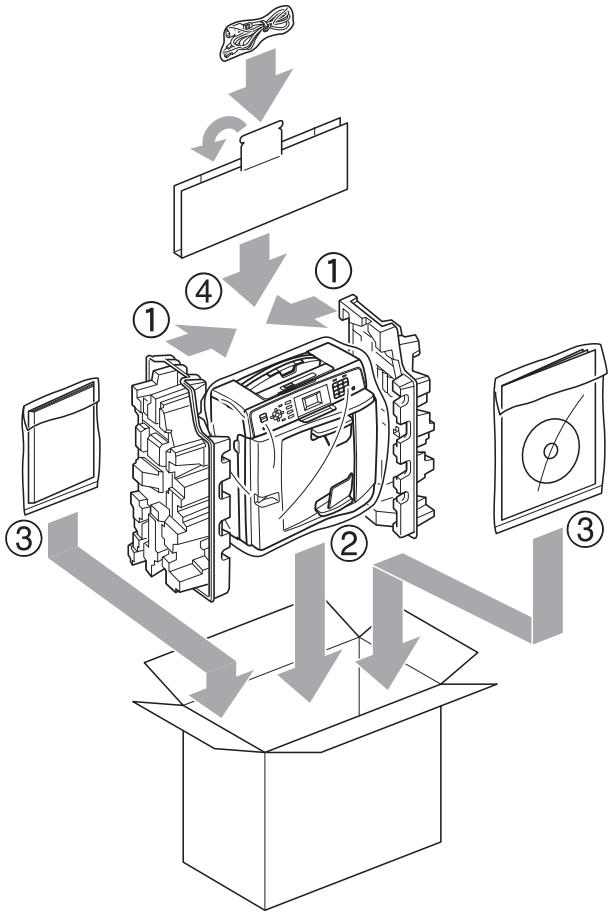
10 Pack the machine and the printed materials in the original carton with the original packing material as shown below. Do not pack the used ink cartridges in the carton.



11 Close the carton and tape it shut.

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B Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

ADF (automatic document feeder)
The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction
Reduces the size of incoming faxes.

Automatic fax transmission
Sending a fax without picking up the handset of an external telephone.

Automatic Redial
A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Beeper Volume
Volume setting for the beep when you press a key or make an error.

Brightness
Changing the Brightness makes the whole image lighter or darker.

Broadcasting
The ability to send the same fax message to more than one location.

Caller ID
A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

CNG tones
The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Coding method
Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability.

Communication error (Comm. Error)
An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group
The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast
Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Density
Changing the Density makes the whole image lighter or darker.

Dual Access
Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory or receiving or printing an incoming fax.

ECM (Error Correction Mode)
Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension telephone
A telephone using the same line as your fax but plugged into a separate wall socket.

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External telephone

A TAD (telephone answering device) or telephone that is connected to your machine.

F/T Ring Time

The length of time that the Brother machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Detect

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Greyscale

The shades of grey available for copying, scanning and faxing photographs.

Group number

A combination of Speed Dial numbers that are stored in a Speed Dial location for Broadcasting.

Help list

A printout of the complete Menu table that you can use to program your machine when you do not have the Basic User's Guide with you.

Innobella™

Innobella™ is a range of genuine consumables offered by Brother. For best quality results Brother recommends Innobella™ Ink and Paper.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (Liquid Crystal Display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

When you lift the handset of your external telephone you can hear the receiving fax machine answer before you press **Mono Start** or **Colour Start** to begin sending the fax.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

ScanSoft™ PaperPort™11SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

Overseas Mode

Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.

Pause

Allows you to place a 3.5 second delay in the dialling sequence while you are dialling using the dial pad or while you are storing Speed Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

PhotoCapture Center™

Allows you to print digital photos from your digital camera at high resolution for photo quality printing.

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Photo resolution (Mono only)

A resolution setting that uses varying shades of grey for the best representation of photographs.

Pulse

A form of rotary dialling on a telephone line.

Quick Dial List

A listing of names and numbers stored in Speed Dial memory, in numerical order.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Remote Activation Code

Press this code (✳ **5 1**) when you answer a fax call on an extension or external telephone.

Remote Deactivation Code (For Fax/Tel mode only)

When the machine answers a voice call, it pseudo/double-rings. You can pick up at an extension telephone by pressing this code (**# 5 1**).

Resolution

The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

Ring Delay

The number of rings before the machine answers in `Fax Only` and `Fax/Tel` modes.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document into your computer.

Scan to Media

You can scan a monochrome or colour document into a memory card. Monochrome images will be in TIFF or PDF file format and colour images may be in PDF or JPEG file format.

Search

An electronic, numerical or alphabetical listing of stored Speed Dial and Group numbers.

Speed Dial

A pre-programmed number for easy dialling. You must press (**Speed Dial**), **OK**, the two digit code, and **Mono Start** or **Colour Start** to start the dialling process.

Standard resolution

203 × 97 dpi. It is used for regular size text and quickest transmission.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super Fine resolution (Mono only)

392 × 203 dpi. Best for very small print and line art.

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

You can choose certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialling on the telephone line used for touch-tone telephones.

Transmission

The process of sending faxes over the phone lines from your machine to the receiving fax machine.

User Settings

A printed report that shows the current settings of the machine.

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WLAN Report

A printed report that shows the result of the WLAN Connection.

Xmit Report (Transmission Verification Report)

A listing for each fax sent, that shows its date, time and number.

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Windows®
  See Software User's Guide.
Wireless Network
  See Quick Setup Guide and Network User's Guide.

C

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